

MATERIEL INSPECTION & RECEIVING REPORT

(DD Form 250)

(DA AGO Form 604)

INSTRUCTIONS FOR PREPARATION, DISTRIBUTION AND USE

DECEMBER 1951

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Quartermaster Corps Manual 21-13 is published for the information and guidance of, and compliance by all concerned.

BY COMMAND OF MAJOR GENERAL HORKAN



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MATERIEL INSPECTION AND RECEIVING REPORT

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SECTION I

GENERAL

1-100 EFFECTIVE DATE

- 1-100.1 The provisions of this manual shall be effective on and after December 1951 , except where specifically stated herein. Personnel charged with the execution of these instructions are authorized to take action immediately upon receipt of this manual which will make effective any part thereof before the effective date.

1-101 REVISIONS TO MANUAL

- 1-101.1 Revisions to this manual will be numbered consecutively. New revised pages will carry the same number as old pages. Additional inserts will carry an alphabetical suffix, i. e. Page 6A.
- 1-101.2 Change number and date of change will be recorded in the lower right hand corner of each page of such change.

1-102 DEFINITIONS

- 1-102.1 Wherever the words "Quartermaster installations," "purchasing activities," or "purchasing office" are used in this manual, they will be construed to mean all Quartermaster installations and activities with a purchasing mission.
- 1-102.2 The abbreviation "MIRR" and the term "shipping document" refer to the following forms:
- (1) DD Form 250, Materiel Inspection and Receiving Report (Domestic).
 - (2) DD Form 250A, Materiel Inspection and Receiving Report (Domestic) (Continuation Sheet).
 - (3) DA AGO Form 604, Materiel Inspection and Receiving Report (Oversea).
 - (4) DA AGO Form 605, Materiel Inspection and Receiving Report (Oversea) (Continuation Sheet).

When reference is made to the domestic copy or to the oversea copy, it is intended to include both the appropriate basic form and its own continuation sheet, but not both sets of forms.

1-103 PURPOSE OF THE MANUAL

1-103.1 The purpose of this manual is to:

1-103.2 Prescribe basic requirements for the preparation, distribution and use of the Materiel Inspection and Receiving Report, which is authorized by SR 715-55-5, as amended.

1-103.3 Consolidate into one manual all current instructions relating to the MIRR, and to standardize procedures between Quartermaster activities.

1-103.4 Explain the use of the MIRR as compared with the Vendor's Shipping Document (VSD) which it replaces.

1-103.5 Indicate the position on the form for making entries where no specific block or column has been provided.

1-104 FIELD RECOMMENDATIONS

1-104.1 Quartermaster activities are directed to study the forms and procedures set forth herein, and to submit recommendations for any improvement or clarification needed. Communications should be addressed to the Office of The Quartermaster General, Washington 25, D. C., Attention: Procurement Branch, Supply Division (QMGBM).

1-105 WHEN THE MIRR WILL BE USED

1-105.1 The MIRR will be used in all procedures for inspecting, shipping, accepting, receiving, invoicing and accounting for Quartermaster shipments except when specific exemptions have been made or when other forms are authorized, as follows:

- (1) Army Shipping Document forms, used for shipments between Government installations.
- (2) DD Form 250-1, Tanker/Barge Loading Report, and DD Form 250-2, Tanker/Barge Discharge Report, used for shipment of bulk petroleum products, as established by SR 890-45-10.
- (3) DA AGO Form 383, Order and Voucher for Purchase of Supplies or Services Other than Personal.

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(4) AAFES Form 607, Army and Air Force Exchange Service Shipping Document.

(5) Shipments of perishable subsistence.

(6) Shipments of locally purchased petroleum products for local consumption.

1-105.2 DD Form 250, with continuation sheet DD Form 250A, will be used for domestic shipments and oversea shipments to an APO address. DA AGO Form 604, with continuation sheet DA AGO Form 605, will be used for all other oversea shipments.

1-106 CONTRACTOR'S MODIFIED DD FORM 250

1-106.1 Table XIX contains a list of contractors authorized to prepare and use a modified DD Form 250, tailored to fit their own operations. These modified forms will be used only for domestic shipments. DA AGO Form 604 will be used by these contractors for oversea shipments.

1-106.2 Any contractor not currently authorized the use of a modified DD Form 250, but desiring to use such a form, will submit his request to the office administering his contract, together with a sample of the proposed form. The purchasing office will forward the contractor's request for approval and the proposed form to the Office of The Quartermaster General, Washington 25, D. C., Attention: Procurement Branch, Supply Division (QMGBM).

1-107 SUMMARY OF RESPONSIBILITIES FOR INITIAL PREPARATION, COMPLETION AND DISTRIBUTION OF THE MIRR.

1-107.1 The purchasing office is responsible for:

(1) Preparing the MIRR master mat, except in those cases where the contractor is permitted to use a modified DD Form 250. In the latter instance, it is the responsibility of the purchasing office to furnish the contractor with preparation and distribution instructions, and to distribute all "advance notice" copies.

(2) Determining the shipping procedure to be used.

- (3) Reproducing the proper number of copies for the shipping procedure involved.
- (4) Forwarding advance copies to interested offices.
- (5) Forwarding to the contractor the copies for his use, with pre-addressed envelopes.
- (6) Forwarding to the contractor the necessary instructions for the completion and distribution of the copies furnished to him.

1-107.2 The contractor is responsible for:

- (1) Entering shipping data on the documents forwarded to him by the purchasing office.
- (2) Attaching certain copies to the shipment as required.
- (3) Forwarding other copies in pre-addressed envelopes as instructed by the purchasing office.
- (4) Submitting invoices for payment to the designated Fiscal Officer on either:
 - (a) The invoice copies of the shipping document provided, or
 - (b) His own invoice forms, with the documents provided attached to these invoices.

1-107.3 The inspector is responsible for:

- (1) Rendering all possible assistance to the contractor in preparing shipping documents and reporting to the administering office any problems regarding the completion and distribution of the documents. The inspector will not assist the contractor in the actual preparation of his invoice or that part of the MIRR which may be used as the basis of a claim against the United States.
- (2) Checking the shipment and certifying as to inspection at origin and/or destination.
- (3) Certifying acceptance when appropriate.
- (4) Furnishing certificate to the Fiscal Officer.
- (5) Forwarding certain copies to inspection and other offices when required.

1-107.4 The consignee is responsible for:

- (1) Tallying in and checking the shipment.
- (2) Entering receiving data on documents received from the contractor.
- (3) Forwarding the receipted copies to offices requiring receiving report information and shipment receipts.

1-107.5 The Accountable Officer (or Contracting Officer) designated to accept the shipment is responsible for:

- (1) Verifying inspection and receipt and certifying acceptance.
- (2) Furnishing acceptance certificate to the purchasing office or to the Fiscal Officer, as appropriate.
- (3) Forwarding copies to other offices requiring receiving reports.

1-107.6 The Fiscal Officer is responsible for:

- (1) Preparing the payment voucher, based on signed inspection and acceptance copies of the shipping document.
- (2) Certifying contractor's invoice for payment and forwarding to a disbursing officer.

1-108 PURPOSE OF THE MIRR

1-108.1 The purpose of the MIRR is summarized briefly as follows:

1-108.2 The MIRR is used to ship items from a contractor's plant to a Government installation, or from one contractor to another. The domestic copy is used by all three military departments - Army, Navy and Air Force. For the Army, the MIRR replaces the Vendor's Shipping Document (VSD), which contained a considerable amount of information common to all but prepared at different places. Through the use of one form, written and reproduced at one place, the number of mistakes are minimized, and labor, time and material are saved.

1-108.3 Copies of the MIRR will be used by the Quartermaster Corps for the following documents:

- (1) Shipping Instructions.
- (2) Packing List.
- (3) Tally Out.

- (4) Notice of Shipment.
- (5) Contractor's Invoice.
- (6) Shipping Certificate of Contractor.
- (7) Shipping Ticket.
- (8) Dray Ticket.
- (9) Inspection Report.
- (10) Tally In.
- (11) Receiving Report (Property Voucher).
- (12) Receiving Report (Certificate of Acceptance).
- (13) Manufacturer's Receipt for GFP.
- (14) Dock and Hatch Tally.

1-109 MAJOR DIFFERENCES BETWEEN THE MIRR AND THE VSD

- 1-109.1 The MIRR differs in many respects from the VSD. Certain blocks used for signatures and columns used for inserting specific information on the VSD have been omitted from the MIRR.
- 1-109.2 The most important points on the VSD which have been omitted on the MIRR are as follows:
 - (1) The column used to show the quantity "To Be Shipped." The quantity to be shipped was inserted in this column of the VSD by the purchasing office.
 - (2) The block used for the signature of the Contracting Officer. The signature of the Contracting Officer, on a copy of the VSD furnished to the contractor, indicated authority to ship the items listed. (The MIRR will not be used as a delivery order, but will be used as a shipping authorization.)
 - (3) The blocks used for the signatures of the in-checkers, to acknowledge the number of packages and the quantity of each item which was received.

- (4) The block used for the certificate of the contractor attesting to the quantity which was shipped (used with "spot inspection" shipments).
- (5) Columns used for entering "Type Package," "Package Number," and "Number of Packages."
- (6) The block used to show the cash discount involved.
- (7) The printed certificate of correctness, signed by the contractor when the VSD was used as an invoice.

1-110 PERSONNEL TRAINING PROGRAM

- 1-110.1 Each quartermaster installation will utilize the contents of this manual in a definite program of training personnel in the preparation, distribution and use of the MIRR.

1-111 HOW TO USE THIS MANUAL

- 1-111.1 The succeeding sections of this manual, and the tables and figures in the Appendix, have been so prepared that personnel concerned with only one phase of the shipping document procedure may remove and have available in one place the material required for the particular job.
- 1-111.2 Quartermaster installations may extract information or reproduce any part of this manual for distribution to contractors, consignees, inspectors or other interested activities and individuals.

SECTION II

QUARTERMASTER SHIPMENTS AND SHIPPING PROCEDURES

2-100 INTRODUCTION

- 2-100.1 The MIRR, as used by the Army, is supplied in the form of a master mat, from which copies are reproduced as required. Preliminary information will be typed on the master mat. After this, one set of shipping documents will be reproduced for each separate shipment. Each set will consist of the necessary number of copies.

2-101 SHIPMENTS

- 2-101.1 A shipment, as referred to herein, is construed to mean one group of items of like characteristics, moving together at one time to one destination. Specifically, items will be segregated into shipments according to the classification outlined below.
- 2-101.2 Each contract requires separate sets of shipping documents. While there usually will be more than one set for a single contract, shipments against several contracts cannot be made on a single set of documents.
- 2-101.3 Shipments will be segregated according to each consignee, although shipments to one destination under one contract may require several sets of shipping documents.
- 2-101.4 Separate shipments will be arranged for each transportation unit, measured in terms of weight and volume. The largest permissible transportation units, except for assemblies, are one carload or one truckload. Smaller permissible transportation units are less than carload, less than truckload, air express, express, and parcel post or mail.
- 2-101.5 For the purpose of planning shipments, items will be segregated further according to the physical characteristics of the supplies. For domestic shipments made on Government bills of lading, published freight classifications will be used as a guide, so as to obtain the lowest possible transportation charges. Oversea shipments will be segregated by classes of stowage or storage, as follows:

- (1) Each unboxed vehicle on wheels or tracks, including motor-propelled warehouse equipment.
- (2) Wet cargo, meaning liquids and other goods that may cause damage by leaking onto other cargo.
- (3) Label cargo, which term refers to explosives, inflammable liquids and solids, oxidizing materials, corrosive liquids, compressed gases, combustible liquids, and poisons.
- (4) Refrigerated cargo, which must be maintained at cool, chill and freeze temperatures.
- (5) Special cargo, requiring special handling because of being extremely fragile, sensitive, valuable, or subject to damage by temperature variations.
- (6) Heavy lifts, which are containers or uncrated items weighing 10,000 pounds or over and require special handling. Two or more heavy lifts, if not exceeding one transportation unit, may be included on the same shipping document, provided each article is listed as a separate line item, with separate weight and cube.
- (7) General cargo, which includes all items not otherwise classified.

2-101.6 Oversea shipments will be separated into lots for loading on separate vessels, when indicated on the requisition received from the oversea supply division, port of embarkation.

2-101.7 On oversea shipments to coded destinations, segregation will be made of each separate shipment number and letter of the code.

2-101.8 Nothing herein is to be construed as prohibiting the physical consolidation of shipments or requiring the preparation of separate bills of lading for separate shipments.

2-102 QUARTERMASTER SHIPPING PROCEDURES

2-102.1 The number of copies required for a shipment varies with the shipping procedure used. Quartermaster shipping procedures are differentiated according to the following factors:

- (1) Place of inspection and acceptance.

- (2) Type of shipment (domestic or oversea, end items or Government Furnished Property, with or without reimbursement, by surface or air transportation, by freight or mail).
- (3) Type of consignee (posts, camps and stations, Quartermaster installations, other technical services, other departments or agencies, other contractors).

2-103 IDENTIFICATION OF BASIC PROCEDURES

2-103.1 There are four basic Quartermaster procedures. Three of these are determined by the point where inspection and acceptance are accomplished.

2-103.2 These three basic procedures are identified as follows:

- (1) P1: Inspection and acceptance at origin.
- (2) P2: Inspection at origin and acceptance at destination.
- (3) P4: Inspection and acceptance at destination.

2-103.3 A fourth basic procedure (P3) requires neither inspection nor acceptance, only acknowledgment of receipt at destination. This procedure is used only for shipments of Government Furnished Property, title to which has previously been acquired by the Government.

2-104 CODING OF PROCEDURES

2-104.1 To the basic procedure code is added a letter suffix, indicating the type of shipment and consignee. For example, since the letter "A" stands for shipments to Quartermaster depots, then a shipment to such a depot, on which inspection and acceptance are accomplished at origin, would be coded as P1A.

2-104.2 Table I of the Appendix to this manual lists all the authorized Quartermaster shipping procedures, expressed in coded form by combining the basic procedure code and the appropriate letter suffix.

2-104.3 The individual responsible for determining the procedure to be used for a particular shipment must be thoroughly familiar with these codes, as the number of copies needed for each set of shipping documents and their distribution is dependent upon the correct identification of the shipping procedure involved.

2-105 COPY PRE-IDENTIFICATION

- 2-105.1 Copies of the MIRR used by Quartermaster installations will be identified by printing along the top margin, prior to reproduction from the master mat, a description of each copy. The description will include the copy number and name, addressee and distribution, and action to be taken. The pre-identification shown in Table II will be used exactly as illustrated. No variation is authorized.

2-106 OTHER PRE-PRINTING

- 2-106.1 The following certificate of shipment, when used, may be pre-printed on copy 6 (Inspection Office Copy):

"I certify that the articles in the quantities
listed herein, have been shipped as indicated."

- 2-106.2 The following certificate of correctness will be pre-printed on all invoice copies (10, 11, 12, 12B) and whichever inspection copy is used:

"I certify that the above bill is correct and just
and that payment therefor has not been received."

2-107 DETAILED DESCRIPTION OF COPIES

- 2-107.1 All MIRR copies authorized for use by the Quartermaster Corps are listed in Table III, together with a detailed description of the purpose of each copy, the conditions for its use, and action taken by various individuals and installations. No additional copies will be used without the prior approval of the Office of The Quartermaster General.

- 2-107.2 Purchasing activities may eliminate any copy from a specific procedure if the copy is used only for internal distribution. For example, two copies 14 (Contract File Copy) are provided in most procedures, one for the contract record file and one for the purchasing agent. One of these may be discontinued if not required.

2-107.3 "Advance copies" are those listed in Table III which are distributed directly by the purchasing office at the time the master mat is prepared and the copies reproduced. These include copy 14 and copies 16 through 18F. All other copies are forwarded to the contractor for distribution at the time shipments are made. Although one set of copies will be reproduced for each shipment, this is not intended to mean that the advance copies will be included in every set. Only one set of advance copies will be reproduced from each master mat or identical mats.

2-108 SELECTION OF COPIES

2-108.1 Tables IV through IX are check sheets to be used for assembling sets of copies for individual procedures. These tables list, by number and name, the copies used for each Quartermaster shipping procedure. Listed separately are those copies always used with the shipping procedure concerned, and those copies used only under certain circumstances. Each of these two groups is further subdivided between the copies sent to the contractor and those distributed directly by the purchasing office.

SECTION III

ACTION TAKEN BY THE PURCHASING OFFICE

3-100 SELECTION OF PROCEDURES AND ASSEMBLING DOCUMENT SETS

- 3-100.1 The usefulness of the MIRR will be determined by the care exercised at the purchasing office in selecting the proper shipping procedure and assembling the necessary copies.
- 3-100.2 The purchase authorization and resulting contract are the source of information to use in determining the correct shipping procedure code, depending upon the place of inspection and acceptance and the type of shipment and consignee.
- 3-100.3 Using Tables IV through IX as check sheets, copies will be assembled into sets according to the shipping procedure being used. One set will be assembled for each shipment. It will be found advantageous to pre-collate mandatory copies into sets for those shipping procedures most frequently used. When this is done, the individual determining the shipping procedure can use the "when required" section of the table to indicate to the reproduction clerk the additional copies needed.

3-101 PREPARATION OF MASTER MATS

- 3-101.1 The master mat must be prepared accurately and completely. Certain entries not already provided on the form will be typed in.
- 3-101.2 Table XI describes the entries to be placed on the domestic copy of the MIRR by the purchasing office. Table XII describes the entries to be made on the oversea copy. These entries are illustrated in Figures 1 and 2, immediately following the respective table. All entries will be placed in the same relative position as shown in the illustration.

3-102 MIRR REGISTER FOR COPY 8B

- 3-102.1 A register will be maintained by each contract record section in which will be recorded all MIRR sets using a copy 8B (Stock Accounting Copy - Direct Shipment). An illustration of this

3-102.1 (Continued)

register is shown in Figure 12. Local reproduction is authorized until this form is available through normal supply channels. The purpose of the 8B register is to insure that certain direct shipments are reflected as receipts and issues on accountable depot records (see discussion of copy 8B in Table III).

3-102.2 All copies 8B received each day from contractors will be checked off the register, listed on a transmittal sheet, and forwarded daily to the depot maintaining accountability for the particular procurement activity.

3-102.3 Copies 8B covering direct shipments resulting from procurement consummated by the procurement activity of an accountable depot will be forwarded to the Stock Control Division of that depot.

3-102.4 Copies 8B covering direct shipments resulting from procurement consummated by the procurement activity of a satellite depot will be forwarded to the Stock Control Division of the accountable depot.

3-102.5 Copies 8B covering direct shipments resulting from procurement consummated by the following procurement agencies will be forwarded to the Stock Control Division of the depot indicated:

- (1) New York Quartermaster Procurement Agency: Philadelphia Quartermaster Depot.
- (2) Oakland Quartermaster Procurement Agency: Utah General Depot.

3-103 REPRODUCTION AND VERIFICATION

3-103.1 To facilitate the prompt processing of copies upon which payment is dependent, the following copies will be reproduced on green paper when this paper is available from normal sources of supply. When green paper is not available triangles, as illustrated in Figures 1 and 2, will be imprinted with green ink on the two lower corners of these copies.

- (1) 5B (Shipping Notice - Port Receipt).
- (2) 6A (Fiscal Reimbursement Copy)
- (3) 6B (Fiscal Reimbursement Copy).
- (4) 7 (Army Audit Agency Copy)

- (5) 8F (GFP Copy - GFP Shipment).
- (6) 9 (Inspection and Receiving Report).
- (7) 9A (Inspection and Receiving Report).
- (8) 9B (Inspection and Receiving Report - APO).
- (9) 9C (Inspection and Receiving Report - GFP).
- (10) 9D (Inspection and Receiving Report - Navy).
- (11) 9E (Inspection Report - Navy).
- (12) 10 (Original Invoice).
- (13) 11 (Duplicate Invoice).
- (14) 12B (Triplicate Invoice).
- (15) 13 (Consignee Receipt for GFP).
- (16) 13A (Consignee Receipt and Acceptance).

3-103.2 Except as provided above, domestic copies will be reproduced on white paper and oversea copies on pink paper.

3-103.3 One set of copies will be reproduced for each shipment. When the required number of sets have been reproduced, they will be inspected to insure that the necessary copies have been included in each set and have been reproduced clearly and legibly.

3-104 ASSIGNMENT OF SHIPMENT CODE NUMBER

3-104.1 A shipment code number will be used by purchasing offices and receiving depots for reporting purposes (see QMC Manuals 23-3 and 23-5).

3-104.2 A shipment code number will be assigned to each set of copies of the MIRR, and will be placed on all copies in that set, at the extreme right of the block entitled "For Contractor's Use Only," as illustrated in Figures 1 and 2. This code number identifies each set of shipping documents from the first shipment to the final shipment against each contract to the same destination.

- 3-104.3 Shipment code numbers will start with "1" for the first set and continue in numerical sequence to the extent of the number of sets prepared from the master mat.
- 3-104.4 If the master mat is reused to reproduce additional sets for the contractor, or in case it is necessary to prepare an identical new mat, the first of the additional sets will be inscribed with the number immediately succeeding the last number used on the sets previously reproduced.
- 3-104.5 The New York Quartermaster Procurement Agency and the Chicago Quartermaster Depot have been authorized the use of perforating machines to perforate simultaneously all copies in a set. All other purchasing activities will enter the shipment code number on each copy in ink or red crayon. If it is believed that the number of sets to be coded warrants the use of a perforating machine at any office other than the two above, the request therefor will be submitted to the Office of The Quartermaster General, Washington 25, D. C., Attention: Procurement Branch, Supply Division (QMGBM). Requests for approval will include information as to the number of sets prepared daily.
- 3-104.6 An illustration of the use of the shipment code number is the following example of a "shipment identification code" which would be derived from a shipping document prepared by the New York Quartermaster Procurement Agency, directing shipment to the Atlanta General Depot:

Destination code for Atlanta:	15
Contract (O. I.) number:	6792
Shipment code number:	3

Complete shipment identification code: 15-6792-3

This code number describes the third shipment to Atlanta on O. I. 6792. It will be used by offices at both New York and Atlanta for reporting purposes.

- 3-105 PREPARATION OF MATERIAL FOR USE BY THE CONTRACTOR
- 3-105.1 In addition to the required number of sets of shipping documents, the material described in this paragraph will be prepared and forwarded to the contractor. Those QMC forms which are not in current supply may be reproduced locally until they are made available through normal supply channels.

- 3-105.2 "Illustration of Entries Made by Contractor on DD Form 250 (Domestic Shipment)" (Figure 3) will be reproduced for use by the contractor. The sample entries shown thereon may be changed to parallel actual conditions more closely, provided that each sample entry is located in exactly the same position as in the illustration. A description of the entries, as itemized in Table XIII, will be reproduced on the back of the illustration.
- 3-105.3 "Illustration of Entries Made by Contractor on DA AGO Form 604 (Oversea Shipment)" (Figure 4) will be reproduced for use by the contractor in completing the oversea copy. The sample entries shown thereon may be changed to parallel actual conditions more closely, provided that each sample entry is located in exactly the same position as shown in the illustration. A description of the entries, as itemized in Table XIV, will be reproduced on the back of the illustration.
- 3-105.4 "Contractor's Shipping Document Instruction Sheet" (Figure 7) will be used to transmit shipping document sets to the contractor and to advise him of the action he is to take. This form will not be sent to contractors authorized the use of a modified DD Form 250
- 3-105.5 "Contractor's Instruction Sheet for Preparation of Modified DD Form 250" (Figure 8) will be sent to those contractors authorized to use a modified DD Form 250 for domestic shipments. It will be accompanied by one copy 1, appropriately filled in, and pre-addressed envelopes. Other copies required will be indicated by checking the applicable blocks on this sheet.
- 3-105.6 "Location of Documents and Car Cards Which Accompany Shipment" (Figure 9) will be sent to the contractor, together with car cards (WD AGO Forms 452-1 and 452-2) if necessary.
- 3-105.7 "Consignee's Shipping Document Instruction Sheet for Ports of Embarkation" (Figure 11) will be furnished to the contractor for use with oversea shipments.
- 3-105.8 Pre-addressed envelopes will be prepared in accordance with instructions contained in Table X and forwarded to the contractor for his use in mailing the completed shipping document copies. On each envelope will be shown the number of the envelope and the numbers of the copies, if used, which are to be inclosed. The contractor will also be supplied with sufficient document envelopes, either WD AGO Form 451-1 (Envelope for War Department Shipping Document) or DA AGO Form 451-2 (Envelope for Department of the Army Shipping Document).

- 3-106 DISTRIBUTION OF SHIPPING DOCUMENTS AND OTHER MATERIAL
- 3-106.1 The sets of shipping documents destined for the contractor will be packaged and mailed, together with the following material, as described in the preceding paragraph:
- (1) Instructions for making entries and illustration of the entries: Derived from either Table XIII of this manual and Figure 3 (for domestic shipments), or Table XIV and Figure 4 (for over-sea shipments).
 - (2) Contractor's instruction sheet: Either QMC Form 572 or QMC Form 572a
 - (3) Instructions for location of documents: QMC Form 573
 - (4) Car cards, if necessary: WD AGO Forms 452-1 and 452-2.
 - (5) Consignee's instruction sheet (oversea shipments only): QMC Form 574
 - (6) Pre-addressed envelopes and waterproof document envelopes.
 - (7) Government bills of lading (for FOB origin shipments only).
- 3-106.2 The purchasing office will mail advance shipping notices (copy 14, copies 16 through 18F) directly to the proper addressees. Copy 18, when used, will be accompanied by "Consignee's Shipping Document Instruction Sheet (Domestic)" (Figure 10). This form may be reproduced locally until available through normal supply channels.
- 3-107 ENFORCING PERFORMANCE BY CONTRACTORS AND CONSIGNEES
- 3-107.1 Purchasing activities will maintain a constant check on the processing and distribution of MIRR copies by contractors and consignees. Any undue delay, especially in processing receiving reports and port tallies, will be reported to the Office of The Quartermaster General, with full information as to the circumstances.
- 3-108 EMERGENCY SHIPMENTS
- 3-108.1 An emergency shipment is one which must be made before the purchasing activity can prepare and mail shipping documents to the contractor in time for completion by him prior to shipment.

3-108.1 (Continued)

Every effort should be made to avoid this situation by preparing and mailing shipping documents on a priority basis.

3-108.2 When an emergency shipment must be made, the contractor will be advised to make shipment on his own forms, marking each copy "Emergency Shipment".

3-108.3 If full distribution is impracticable, the contractor will be instructed to make the following limited distribution:

- (1) One copy by mail to the purchasing office.
- (2) Two copies by mail to the consignee (for domestic shipments) or to the port Transportation Officer (for oversea shipments).
- (3) One copy with the shipment.

3-108.4 When a shipment is made on the contractor's own forms, the purchasing office will prepare an MIRR master mat, reproduce other copies required, and distribute them directly. Each copy will be marked "Emergency Shipment Previously Made." Port copies will not be prepared.

3-109 ERRORS IN DOCUMENTATION

3-109.1 Errors in entries on the MIRR, as listed below, may be discovered at the purchasing office, at the shipping point, or at the fiscal office, after shipment is actually made. When this occurs, "corrected sheets" will be issued to replace each sheet affected by the error.

- (1) Errors in contract number.
- (2) Errors in stock number and nomenclature.
- (3) Errors in quantity shipped.
- (4) Errors in oversea marking.
- (5) Errors in shipment number.

3-109.2 On notification of the error, the original master mat will be corrected and additional copies reproduced. Each copy will be stamped "Corrected Copy." The corrected information will be indicated by encircling or by appropriate notation. When only continuation sheets are being corrected, sufficient data from the basic copy will be included on the first corrected continuation sheet to enable identification of the original set of documents.

3-110 CHANGES IN DESTINATION BEFORE SHIPMENT

3-110.1 When changes are made in destination after the shipping documents have been prepared and distributed, but before shipment is made, the purchasing office will either:

(1) Notify the contractor to make the change on the copies in his possession, and reproduce "corrected copies" to replace those distributed directly by the purchasing office, or

(2) Reproduce and distribute full sets of "Corrected Copies."

3-110.2 In any case, the purchasing office will insure that one corrected copy 18 (Consignee's Advance Shipping Notice), when used, is sent to both the old and new consignees. Furthermore, corrected copies 18B (Accountable Office Copy) will be sent to both the former accountable depot and the new accountable depot, if these are different.

3-111 DIVERSION OF SHIPMENTS

3-111.1 When a shipment is diverted to a new destination after leaving the contractor's plant, the purchasing office will notify the contractor and each addressee for whom a pre-addressed envelope was made. Notification will be made by the fastest means available, in the form of a letter, memorandum or electrical transmission. Addressees will be requested to correct the consignee identification on MIRR copies when received and re-route them as necessary. The notification to the Fiscal Officer will be made in three copies, one of which is to be attached to each invoice copy, when received.

3-111.2 The purchasing office will correct the master mat and reproduce corrected advance copies, being sure to include extra copies for the former consignee and accountable office, if changed.

3-111.3 When a domestic shipment is diverted to a port of embarkation for an oversea destination, the purchasing office will reproduce a complete set of oversea copies, but only when time permits.

3-112. CANCELLATION OF SHIPMENTS

- 3-112.1 When a shipment is cancelled, the master mat will be corrected by writing across the face, "Cancellation," and all advance copies, plus one copy 1 for the contractor, will be reproduced and distributed.

SECTION IV

ACTION TAKEN BY THE CONTRACTOR

4-100 ENTRIES MADE BY THE CONTRACTOR

4-100.1 When shipping documents are prepared by the purchasing office and furnished to the contractor for completion, the entries to be made by the latter are greatly reduced.

4-100.2 Table XIII is a list of entries to be made by the contractor on DD Form 250 (domestic shipment). These entries are illustrated in Figure 3.

4-100.3 Table XIV is a list of entries to be made by the contractor on DA AGO Form 604 (oversea shipment). These entries are illustrated in Figure 4.

4-101 ENTRIES BY CONTRACTOR USING MODIFIED DD FORM 250

4-101.1 When a contractor is authorized to use a modified DD Form 250, the entries normally made by the purchasing office will be made on a single copy and furnished to the contractor, who will then add the entries listed in Table XIII and illustrated in Figure 3. Using this copy as a guide, the contractor will prepare the required number of copies, as instructed by the purchasing office. The instruction sheet used for this purpose is illustrated in Figure 8.

4-102 DISTRIBUTION OF COPIES

4-102.1 It is important that the sets be used in sequence of the numbers indicated at the extreme right of the block entitled "For Contractor's Use Only," and that they be mailed in the numbered, pre-addressed envelope indicated for each copy. Distribution can be determined by referring to the identification at the top margin of each copy, which states the copy number, name, purpose, destination and envelope in which it is to be mailed.

4-102.2 All copies upon which payment is dependent will be printed on green paper (or identified by green triangles at the lower corners, when green paper is not available). These copies must be prepared correctly and distributed promptly or payment will be delayed.

4-102.3 Copies accompanying the shipment should be attached as explained in the instruction sheet furnished by the purchasing office (Figure 9).

4-102.4 If assistance is necessary, the contractor should either consult the inspector or inquire at the purchasing office.

4-103 OVERSEA PARCEL POST SHIPMENTS

4-103.1 When overseas shipments are mailed via an Army Post Office (APO), the contractor will be paid on the basis of a completed certificate of mailing (Form 3817 or 3881-A) secured from the post office. When this certificate is obtained, the purchase order or O. I. number should be inserted thereon, then mailed with the MIRR invoice copies to the purchasing office. Failure to obtain this certificate will delay payment until a receiving report can be obtained from the overseas consignee.

4-103.2 Shipments made by mail will conform to the following requirements:

- (1) Packages will not exceed 100 inches in length and girth combined.
- (2) Weights of parcel post shipments to Army Post Offices numbered 124, 125, 147 and 149 will not exceed 50 pounds. Packages to all other APO destinations will not exceed 70 pounds.
- (3) It is no longer necessary for contractors to use Customs Declaration Tags on packages addressed to certain Army Post Offices. Such shipments should be marked "Official Shipment" by the contractor. This, in connection with the military titles and organization names in the address, will establish the official nature of the shipment.

4-104 PREPARATION OF INVOICES

4-104.1 When the MIRR is used as an invoice, there should be entered the unit and total price for each different item and the total amount of the invoice. Copy 10 will be used as the original typed ribbon copy. The "certificate of correctness" on that copy will be signed by the authorized company official, showing title and date of signing.

4-104.2 If the contractor uses his own invoice form in lieu of the MIRR, payment will be made more promptly if the contractor's invoices are attached to the MIRR copies normally used as invoices.

4-105 EMERGENCY SHIPMENTS

- 4-105.1 If the contractor does not receive a sufficient number of sets of shipping documents, he should notify the purchasing office immediately.**
- 4-105.2 When the purchasing office has authorized an "emergency shipment," i. e., shipment without MIRR copies, and it is impracticable for the contractor to prepare sufficient copies on his own form for full distribution, the following limited distribution will be made:**
- (1) One copy by mail to the purchasing office.**
 - (2) Two copies by mail to the consignee (for domestic shipments) or to the port Transportation Officer (for oversea shipments).**
 - (3) One copy with the shipment.**

4-106 ERRORS IN DOCUMENTATION

- 4-106.1 If errors in entries on the MIRR, listed below, are discovered by the contractor either before or after actual shipment, he should notify the purchasing office immediately:**
- (1) Errors in contract number.**
 - (2) Errors in stock number and nomenclature.**
 - (3) Errors in quantity shipped.**
 - (4) Errors in oversea marking.**
 - (5) Errors in shipment number.**

SECTION V

ACTION TAKEN BY THE INSPECTOR

5-100 ENTRIES MADE BY THE GOVERNMENT INSPECTOR

5-100.1 Normally, the inspector is required to make only those entries listed in Table XV and illustrated in Figure 5.

5-101 DISTRIBUTION OF INSPECTION COPIES

5-101.1 Copies signed by the inspector must be dispatched as quickly as possible, in order that the contractor's invoices may be certified for payment with a minimum of delay. (see SR 715-55-6).

5-101.2 All other copies will include the date of inspection and the name of the inspector.

5-101.3 All copies upon which payment is dependent will be printed on green paper (or identified by green triangles at the lower corners, when green paper is not available). These copies must be processed and forwarded immediately to the office indicated in the identification at the top margin of the copy.

5-102 ASSISTANCE TO CONTRACTOR

5-102.1 When the inspector is at the plant, he may be called upon to assist the contractor in preparing and distributing the MIRR. It is incumbent upon the inspector that he be well informed as to the entries to be made and the distribution of the copies. The tables and figures in this manual indicating entries made by the purchasing office and the contractor should be thoroughly familiar to all inspectors.

5-102.2 Any problems regarding the completion or distribution of the documents should be reported immediately to the purchasing office.

5-103 EMERGENCY SHIPMENTS

5-103.1 When an emergency shipment is authorized by the purchasing office, the inspector will advise the contractor of the copies required for the particular procedure and assist in their preparation.

SECTION VI

ACTION TAKEN BY THE CONSIGNEE

6-100 USE OF THE MIRR AS A TALLY

- 6-100.1 The use of the MIRR as a tally-in eliminates the necessity for re-copying and verifying stock numbers and nomenclature, and matching tallies with receiving reports.

6-101 USE AS A RECEIVING REPORT

- 6-101.1 The importance of prompt and accurate execution and return of receiving reports and port tallies cannot be over-emphasized. By referring to the block on the MIRR entitled "Inspection Office" the consignee can determine whether an acceptance certificate must be accomplished and returned to the Fiscal Officer in order to pay the contractor.
- 6-101.2 To assist further in identification of those copies on which payment is dependent, such copies will be reproduced on green paper, for both domestic and oversea shipments (or identified by green triangles at the lower corners, when green paper is not available).

6-102 ENTRIES MADE BY THE CONSIGNEE

- 6-102.1 The entries to be made by the consignee are listed in Table XVI and illustrated in Figure 6. These entries vary depending on the type of consignee and the procedure involved.
- 6-102.2 Particular attention is directed to the entry "Date Received." This date will be either the date on which the property is made available by (or to) the carrier, or the actual date of physical receipt, whichever is the earliest.

6-103 DISTRIBUTION OF COPIES

- 6-103.1 Receiving documents accomplished by receiving installations will be forwarded by air mail to the office administering the contract when it is reasonably accessible to regular air routes and the distance from the receiving installation is in excess of five hundred (500) miles. (See SR 715-55-6)
- 6-103.2 Distribution can be determined by referring to the identification at the top margin, which indicates the copy number, purpose and destination.

6-103.3 When copies are received which are not intended for the consignee, they will be returned immediately to the purchasing office.

6-104 SHIPMENTS FROM OTHER TECHNICAL SERVICES OR DEPARTMENTS TO QUARTERMASTER CONSIGNEES

6-104.1 When the Office of The Quartermaster General issues a purchase request to another technical service or department, for items to be shipped to a Quartermaster consignee, the purchase request will specify that five copies of the MIRR are to be furnished to the consignee.

6-104.2 The five shipping document copies received by the consignee will be used for the same purposes as Quartermaster copies 2, 3, 4, 7 and 9A (or 13A). Three copies are for use by the Transportation Officer, the Accountable Property Officer, and the Storage Division. If acceptance was accomplished at origin, the other two copies will be destroyed. However, if acceptance is to be accomplished at destination, receiving information will be entered on both of these copies and acceptance signed on one, then both copies will be forwarded to the paying office indicated thereon.

6-104.3 When it cannot otherwise be determined whether acceptance is to be made at destination, this information can be developed from the block on the MIRR entitled "B/L Number." If acceptance was made at origin, shipment will have been made on a Government bill of lading. Government bills of lading are identified by letter prefixes to the bill of lading number as follows:

- (1) Army: WT, WV, WW, WX.
- (2) Navy: N.
- (3) Air Force: BX.

SECTION VII

ACTION REQUIRED IN PURCHASES FOR OTHER AGENCIES

7-100 PROCEDURES USED

- 7-100.1 When contracts are executed by Quartermaster purchasing offices for other technical services, departments or Government agencies, shipments against those contracts will be governed by Quartermaster shipping procedures P1G, P1M, P2G, P2M, P4G or P4M, as appropriate. Procedures P1M, P2M and P4M will be utilized only when specifically directed.

7-101 PURCHASES FOR OTHER AGENCIES (EXCEPT NAVY AND AIR FORCE)

- 7-101.1 Table V lists the copies to be used for shipments to other technical services, departments or Government agencies (except Navy and Air Force).

7-102 PURCHASES FOR THE DEPARTMENT OF THE NAVY

- 7-102.1 Table VI lists the copies to be used for shipments to naval receiving activities.

7-103 PURCHASES FOR THE DEPARTMENT OF THE AIR FORCE

- 7-103.1 Table VII lists the copies to be used for shipments to Air Force installations, except for shipments of Air Force textiles and findings from one contractor to another. This latter type of shipment will be governed by procedures P1E, P2E or P4E, as listed in Table VIII.

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A P P E N D I X

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TABLE I: PROCEDURE CODES

<u>Inspection</u>	<u>Acceptance</u>			
P1 Origin	Origin			
P2 Origin	Destination			
P3 None	Destination (Receipt Only)			
P4 Destination	Destination			

TYPES OF SHIPMENTS AND CONSIGNEES	P1	P2	P3	P4
To Quartermaster depots and Quartermaster supply sections of general depots	P1A	P2A		P4A
Return of Government Furnished Property from contractors to depots, without payment:				
(1) Irreparable or excess end items and clippings			P3A1	
(2) Other Government Furnished Property				P4A1
To posts, camps and stations, ports of embarkation, holding and reconsignment points for stock	P1C	P2C		P4C
Government Furnished Property to contractors with payment involved	P1E	P2E		P4E
To other technical services, departments or Government agencies without reimbursement	P1G	P2G		P4G
Transfer of Government Furnished Property between end item contractors or contracts, without payment to shipping contractor			P3J	
To other technical services, departments or Government agencies with reimbursement (diversion from Quartermaster contract citing Quartermaster funds)	P1M	P2M		P4M
To ports of embarkation (water), holding and reconsignment points, railroad ground storage yards, for oversea shipment (Note 1)	P1P	P2P		P4P

TABLE 1: PROCEDURES CODES (Continued)

TYPES OF SHIPMENTS AND CONSIGNEES	P1	P2	P3	P4
To ports of aerial embarkation for oversea shipment (Note 1)	P1T	P2T		P4T
To Army post offices for oversea shipment (APO address) (Note 1)		P2APO		P4APO

(Note 1) Add suffixes for foreign aid shipments as follows:

Civilian Supplies (codes TOG, SEC, SIM, SRE, SKO):
CS (Ex - P4P - CS)

Mutual Defense Assistance Program: MDAP (Ex - P2T-MDAP)

TABLE II: LIST OF COPIES FOR PRE-PRINTED IDENTIFICATION

Copies Furnished to Contractor

1	Shipping Authorization	Retained by Contractor	For Contractor's File	1
2	Shipping Notice-Transportation	To Consignee In Env #1	For Transportation Officer	2
3	Tally-Out and Packing List	With Shipment in Document Env	Tally-In and Property Voucher	3
4	Shipping Notice-Storage Division	To Consignee In Env #1	For Storage Division File	4
4A	Shipping Notice-Reqn Agency	To Reqn Agency In Env #8	Advice of Shipment	4A
4B	Shipping Notice-Due-In Records	To Accountable Office in Env #7	Adjust Dues-In	4B
4C	Shipping Notice-OQMG	TO OQMG in Env #4	Advice of Shipment	4C
4D	Shipping Notice-Navy Consignee	To Consignee with Invoices in Env #1	Advice of Shipment	4D
4E	Shipping Notice-Returnable Cont	To Administering Office in Env #3	For Returnable Container Records	4E
4F	Shipping Notice-AF Stock Control	To AF Stk Control Point in Env #6	Advice of Shipment	4F
4G	Shipping Notice-AMC	To Air Materiel Command in Env #8	Advice of Shipment	4G
4M	Shipping Notice-Mfg Div	To Consignee In Env #1	For Manufacturing Division Records	4M
5	Shipping Notice-Contract Records	To Administering Office in Env #3	For Contract Records	5
5A	Shipping Notice-Contract Records	To Consignee in Env #1	Receipt and Fwd to Administering Office	5A

TABLE II: LIST OF COPIES FOR PRE-PRINTED IDENTIFICATION
(Continued)

Copies Furnished to Contractor

5B	Shipping Notice - Port Receipt	To Port in Env #1	Receipt and Fwd to Administering Off	5B
6	Shipping Notice- Insp Office	To Inspection Office In Env #2	Advice of Shipment	6
6A	Fiscal Reimburse- ment Copy	To Administering Office in Env #3	For Fiscal Office	6A
6B	Fiscal Reimburse- ment Copy	To Consignee In Env #1	Receipt and Fwd to Administering Off	6B
7	Army Audit Agency Copy	To Administering Office in Env #3	For Fiscal Office	7
8	GFP Copy - End Item Shipment	TO GFP Office In Env #9	Credit For Material Used	8
8A	GFP Copy - GFP Shipment	To GFP Office In Env #9	For Voucher File	8A
8B	Stock Acctg Copy- Direct Shipment	To Administering Office in Env #3	Record and Fwd to Accountable Office	8B
8F	GFP Copy - GFP Shipment	To GFP Office In Env #9	Receipt and Fwd To Fiscal Office	8F
8G	GFP Copy-Air Force Stock Fund	To GFP Office In Env #9	Receipt and Fwd to AF Disb & Acctg Off	8G
9	Inspection and Receiving Report	To Administering Office in Env #3	For Fiscal Office	9
9A	Inspection and Receiving Report	To Consignee In Env #1	Sign and Fwd to Administering Off	9A
9B	Insp and Receiving Report (APO)	To Admin Off in Env #3 W/Mailing Cert	Sign and Fwd to Fiscal Office	9B

TABLE II: LIST OF COPIES FOR PRE-PRINTED IDENTIFICATION
(Continued)

Copies Furnished to Contractor				
9C	Insp and Receiving Report (GFP)	To Consignee In Env #1	Forward to Administering Off	9C
9D	Insp and Receiving Report (Navy)	To Reg Accts Off in Env #5 W/Invoices	Advice of Shipment	9D
9E	Inspection Report (Navy)	To Consignee With Invoices in Env #1	Advice of Shipment	9E
10	Original Invoice	To Administering Office in Env #3	For Fiscal Office	10
11	Duplicate Invoice	To Administering Office in Env #3	For Fiscal Office	11
12	Invoice File Copy	Retained By Contractor	For Contractor's File	12
12B	Triplicate Invoice	To Administering Office in Env #3	For Fiscal Office	12B
13	Consignee Receipt for GFP	To Consignee In Env #1	Receipt and Fwd To GFP Office	13
13A	Consignee Receipt and Acceptance	To Consignee In Env #1	Receipt and Fwd To Fiscal Office	13A
15	Inspector's File Copy	To Inspector At Plant	For Inspector's File	15
(*)	Port Copy	With Shipment In Document Env	For Port Use	(*)
(*) Numbered Consecutively (Port 1, Port 2, Port 3, etc.)				

Copies Distributed by Purchasing Office

14	Contract File Copy	To Contracting Officer	File With Contract Records	14
		41	December 1951	

TABLE II: LIST OF COPIES FOR PRE-PRINTED IDENTIFICATION
(Continued)

Copies Distributed by Purchasing Office

16	Inspection Office Copy	To Inspection Office	Arrange For Inspection	16
17	Transportation Office Copy	To Transportation Office	Arrange For Shipment	17
18	Consignee's Advance Shipping Notice	To Consignee - Storage Div	Arrange For Receipt	18
18A	Requisitioning Agency Copy	To Requisitioning Agency	Notice of Action Taken	18A
18B	Accountable Office Copy	To Accountable Office	Notice of Action Taken	18B
18C	Subsistence Copy - OQMG	To OQMG Attn Subsistence Br	Notice of Action Taken	18C
18F	GFP Office Copy	To GFP Office	Notice of Action Taken	18F

TABLE III

LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN

Copy 1: Shipping Authorization.

Purpose: Authorization to contractor to ship items listed.

When used: All types of shipments. It is not necessary to reproduce more than a single copy 1 for all sets of shipping documents forwarded to a contractor at one time.

Copy 2: Shipping Notice - Transportation.

Purpose: For records of Transportation Officer at receiving installations.

When used: Domestic shipments of end items, except to Navy (one copy), and oversea shipments of end items through water ports (two copies, plus three more if shipped to a holding and reconsignment point).

Copy 3: Tally-Out and Packing List.

Purpose: Used by consignees as a tally-in and receiving report; further used by Quartermaster installations as an accountable property voucher.

When used: All domestic shipments, both end items and GFP (one copy), oversea shipments through ports of aerial embarkation (three copies), and oversea APO shipments (two copies).

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN

Copy 1: Shipping Authorization.

Purchasing Office: Reproduce from master mat, route to Contracting Officer to sign, and forward to contractor.

Contractor: Retain for file.

Copy 2: Shipping Notice - Transportation.

Purchasing Office: Reproduce from master mat and forward to contractor.

Contractor: Complete with shipping information and forward to consignee (or port) by fastest means in envelope #1.

Consignee: Acknowledge receipt of shipment and forward to Transportation Officer, who will use to complete bill of lading and file.

Copy 3: Tally-Out and Packing List.

Purchasing Office: Reproduce from master mat and forward to contractor.

Contractor: Complete with shipping information and forward with shipment in document envelope.

Consignee: Tally-in shipment and acknowledge receipt.

Accountable Office: Post to accountable property records and file.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 4: Shipping Notice - Storage Division.

Purpose: For use by Storage Division or other receiving unit to plan for receipt of shipments in transit and file as record of shipments received.

When used: All domestic shipments, both end items and GFP, except shipments to Navy and shipments of GFP to other contractors.

Copy 4A: Shipping Notice - Requisitioning Agency.

Purpose: To notify requisitioning agency that shipment has been made.

When used: Domestic shipments of end items to technical services of the Army other than Quartermaster, but only when specifically requested (one copy), oversea water shipments to a secondary port, subport or outport (one copy), oversea shipments through ports of aerial embarkation (one copy), and oversea APO shipments (two copies).

Copy 4B: Shipping Notice - Due-In Records.

Purpose: Used to furnish current due-in information

When used: Domestic shipments of end items to Quartermaster depots for stock, and all domestic parcel post shipments.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 4: Shipping Notice - Storage Division.

Purchasing Office: Reproduce from master mat and forward to contractor.

Contractor: Complete with shipping information and forward to consignee by fastest means in envelope #1.

Consignee: Acknowledge receipt of shipment and file.

Copy 4A: Shipping Notice - Requisitioning Agency.

Purchasing Office: Reproduce from master mat and forward to contractor.

Contractor: Complete with shipping information, place in envelope #8, and mail to either (a) the requisitioning office, or (b) oversea supply division, port of embarkation.

Copy 4B: Shipping Notice - Due-In Records.

Purchasing Office: Reproduce from master mat and forward to contractor.

Contractor: Complete with shipping information and airmail to accountable office in envelope #7.

Accountable Office: Forward to Machine Records to adjust dues-in to a current basis, if necessary.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 4C: Shipping Notice - OQMG.

Purpose: To notify the Office of The Quartermaster General (requisitioning agency) that shipment has been made.

When used: Domestic shipments of non-perishable subsistence (one copy), shipments of other items when specifically requested by OQMG (one copy, plus others as requested), oversea shipments for foreign aid (MDAP-one copy; CS - two copies, one of which is forwarded by Foreign Aid Branch to AC of S, G4, GSUSA.)

Copy 4D: Shipping Notice - Navy Consignee.

Purpose: Used by naval receiving activities to accomplish receipt and acceptance and certify contractor's invoices.

When used: Domestic shipments of end items to Navy consignees, when acceptance at destination is required and payment is made by Navy disbursing officers (six copies).

Copy 4E: Shipping Notice - Returnable Containers.

Purpose: Used to establish accountability for vendor-owned returnable containers which are required to be emptied and returned to vendor within a certain time limit or paid for at a specified price in accordance with the terms of the contract.

When used: Any shipment using vendor-owned returnable containers.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 4C: Shipping Notice - OQMG.

Purchasing Office: Reproduce from master mat and forward to contractor.

Contractor: Complete with shipping and invoice information, place in envelope #4, and mail to the Office of the Quartermaster General, marked for attention of the appropriate Branch, Supply Division.

Copy 4D: Shipping Notice - Navy Consignee.

Purchasing Office: Reproduce from master mat and forward to contractor.

Contractor: Complete with shipping information and forward to Navy consignee in envelope #1, together with invoices in quadruplicate.

Copy 4E: Shipping Notice - Returnable Containers.

Purchasing Office: Reproduce from master mat and forward to contractor.

Contractor: Complete with shipping information, including on all copies in the set one list of the containers concerned, with serial numbers if applicable. Mail this copy to administering office in envelope #3.

Administering Office: Forward to Fiscal Officer for use in posting to returnable container records.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 4F: Shipping Notice - Air Force Stock Control.

Purpose: To advise the requisitioning Air Force Zonal Stock Control Point of shipment made to an Air Force activity within its area.

When used: Domestic shipments to Air Force installations.

Copy 4G: Shipping Notice - Air Materiel Command.

Purpose: To advise Air Materiel Command of shipments made to Air Force activities.

When used: Domestic shipments to Air Force installations (one copy, plus three more if for Air Force stock fund contracts using appropriation 57X4991.010).

Copy 4M: Shipping Notice - Manufacturing Division.

Purpose: Used to maintain record of material received by manufacturing divisions of Quartermaster manufacturing depots.

When used: Shipments to Quartermaster manufacturing depots.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 4F: Shipping Notice - Air Force Stock Control.

Purchasing Office: Reproduce from master mat and forward to contractor.

Contractor: Complete with shipping information and mail to the appropriate Air Force Zonal Stock Control Point in envelope #6.

Copy 4G: Shipping Notice - Air Materiel Command.

Purchasing Office: Reproduce from master mat and forward to contractor.

Contractor: Complete with shipping information and forward to Air Materiel Command in envelope #8.

Copy 4M: Shipping Notice - Manufacturing Division.

Purchasing Office: Reproduce from master mat and forward to contractor.

Contractor: Complete with shipping information and forward to consignee in envelope #1.

Consignee: Acknowledge receipt of shipment and forward to Manufacturing Division for posting to stock records.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 5: Shipping Notice - Contract Records.

Purpose: Used by administering office for contract records file and to compile information for reports on shipments made.

When used: All types of shipments, both end items and GFP.

Copy 5A: Shipping Notice - Contract Records.

Purpose: Used by administering office to reconcile quantities received with quantities shipped and adjust records and reports accordingly.

When used: All domestic shipments in which acceptance is accomplished at destination.

Copy 5B: Shipping Notice - Port Receipt.

Purpose: Used by Fiscal Officer as authority for payment, based on receipt by the port of embarkation and acceptance by the Government.

When used: Oversea shipments of end items to ports of embarkation, in which acceptance is accomplished at destination.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 5: Shipping Notice - Contract Records.

Purchasing Office: Reproduce from master mat and forward to contractor.

Contractor: Complete with shipping information and forward to administering office in envelope #3.

Administering Office: Route to Machine Records (if used), then to Contract Records to process and file.

Copy 5A: Shipping Notice - Contract Records.

Purchasing Office: Reproduce from master mat and forward to contractor.

Contractor: Complete with shipping information and forward to consignee in envelope #1.

Consignee: Enter quantities received and forward to administering office.

Administering Office: Compare with copy 5, reconcile differences, file.

Copy 5B: Shipping Notice - Port Receipt.

Purchasing Office: Reproduce from master mat on green paper and forward to contractor.

Contractor: Complete with shipping information and forward to consignee (port) in envelope #1.

Consignee (port): Indicate receipt for count and condition by rubber stamp and forward to administering office.

Administering Office: Route to (a) Contracting Officer, who will sign acceptance; (b) Contract Records, for comparison with copy 5; (c) Fiscal Officer, for use in preparing payment voucher, then forward to central procurement file upon receipt of paid voucher from disbursing officer.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(continued)

Copy 6: Shipping Notice - Inspection Office.

Purpose: For use by inspection office responsible for supervision of inspection under the contract.

When used: All shipments in which inspection is accomplished at origin, and all shipments of Government Furnished Property under any circumstances.

Copy 6A: Fiscal Reimbursement Copy.

Purpose: For use by Fiscal Officer to effect reimbursement in the field for shipments to other technical services, departments or agencies.

When used: Shipments to other technical services, departments or agencies for which reimbursement is required (three copies).

Copy 6B: Fiscal Reimbursement Copy.

Purpose: For use by Fiscal Officer to effect reimbursement in the field for shipments to other technical services, departments or agencies, based on signed receipt by the consignee.

When used: Shipments to other technical services, departments or agencies for which reimbursement is required (two copies, plus one more for shipments of Government Furnished Property).

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 6: Shipping Notice - Inspection Office.

Purchasing Office: Reproduce from master mat and forward to contractor.

Contractor: Complete with shipping information and forward in envelope #2 to inspection office, for use in recording completion of inspection assignment and file.

Copy 6A: Fiscal Reimbursement Copy.

Purchasing Office: Reproduce from master mat on green paper and forward to contractor.

Contractor: Complete with shipping information and forward to administering office in envelope #3.

Administering Office: Route to Fiscal Officer, for use in invoicing the requisitioning agency for reimbursement.

Copy 6B: Fiscal Reimbursement Copy.

Purchasing Office: Reproduce from master mat on green paper and forward to contractor.

Contractor: Complete with shipping information and forward to consignee in envelope #1.

Consignee: Acknowledge receipt and forward to administering office.

Administering Office: Route to Fiscal Officer, for use in invoicing the requisitioning agency for reimbursement.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 7: Army Audit Agency Copy.

Purpose: For use by the Army Audit Agency in auditing property records.

When used: Shipments to Army activities or contractors which involve payment by the Army to the shipping contractor.

Copy 8: GFP Copy - End Item Shipment.

Purpose: Used by GFP office to credit contractor for material used in producing the end item.

When used: Shipments of end items in which Government Furnished Property has been used.

Copy 8A: GFP Copy - GFP Shipment.

Purpose: Used by GFP office as record of GFP shipments made.

When used: Shipments of GFP which involve inspection and acceptance at the same location, or acceptance without inspection.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 7: Army Audit Agency Copy.

Purchasing Office: Reproduce from master mat on green paper and forward to contractor.

Contractor: Complete with shipping and invoice information and forward to administering office in envelope #3.

Administering Office: Route to Fiscal Officer, who will match with payment voucher, attach the copy to the payment voucher and forward to disbursing officer for the Army Audit Agency.

Copy 8: GFP Copy - End Item Shipment.

Purchasing Office: Reproduce from master mat and forward to contractor.

Contractor: Complete with shipping information and forward to GFP office in envelope #9.

GFP Office: Convert from number of units produced to amount of material used and credit contractor accordingly.

Copy 8A: GFP Copy - GFP Shipment.

Purchasing Office: Reproduce from master mat and forward to contractor.

Contractor: Complete with shipping information and forward to GFP office in envelope #9.

GFP Office: Maintain follow-up on shipment until advised of arrival at destination, then file.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 8B: Stock Accounting Copy - Direct Shipment.

Purpose: Used by accountable depots to record, as simultaneous receipts and issues, shipments of certain types of supplies to consignees other than Quartermaster depots and Quartermaster supply sections of general depots, but also to those depots if the supplies in question are not for regular storage and issue.

Definition: Direct shipments are shipments, to consignees other than Quartermaster depots for stock, of supplies procured with Quartermaster funds or supplies procured with funds other than Quartermaster which are the assigned purchase, storage and issue responsibility of the Quartermaster Corps.

When used: Copy 8B is used for all direct shipments as defined above except shipments of:

- (1) Items not assigned standard catalog numbers in the QM 5 series.
 - (2) Supplies for foreign aid.
 - (3) Items to Navy and Air Force which are the storage and issue responsibility of those departments.
-

Copy 8F: GFP Copy - GFP Shipment.

Purpose: Used by GFP office as record of shipments made, and acceptance at destination for payment purposes.

When used: Shipments of Government Furnished Property which require payment but involve inspection at origin and acceptance at destination.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 8B: Stock Accounting Copy - Direct Shipment.

Purchasing Office: Reproduce from master mat and forward to contractor.

Contractor: Complete with shipping information and forward to administering office in envelope #3.

Administering Office: Route to Contract Records, to enter receipt of this copy on the 8B register and forward daily with transmittal sheet to the depot maintaining accountability for the purchasing office concerned.

Accountable Office: Forward to Machine Records for use in reflecting receipts and issues.

Copy 8F: GFP Copy - GFP Shipment.

Purchasing Office: Reproduce from master mat on green paper and forward to contractor.

Contractor: Complete with shipping and invoice information and forward to GFP office in envelope #9.

GFP Office: Maintain follow-up on shipment until advised of arrival at destination, then sign acceptance based on consignee's receipt on copy 13 and forward to administering office.

Administering Office: Route to Fiscal Officer to use in preparing payment voucher, then forward to central procurement file upon receipt of paid voucher from disbursing officer.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 8G: GFP Copy - Air Force Stock Fund.

Purpose: Used by Air Force to account for textiles and findings furnished as Government Furnished Property.

When used: Shipments of Air Force GFP from contractors to contractor consignees, with payment involved.

Copy 9: Inspection and Receiving Report.

Purpose: Signed inspection report (and acceptance if at origin), used by Fiscal Officer as authority for payment.

When used: All domestic shipments, except shipments to Navy paid by Navy disbursing officers, and oversea shipments through water and aerial ports, in which inspection and/or acceptance is accomplished at origin and in which payment is involved.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 8G: GFP Copy - Air Force Stock Fund.

Purchasing Office: Reproduce from master mat and forward to contractor.

Contractor: Complete with shipping information and forward to GFP office in envelope #9.

GFP Office: Hold pending receipt of copy 13 from consignee, then sign for receipt of shipment and forward to Air Force Disbursing and Accounting Office, 67 Broad St., New York, New York.

Copy 9: Inspection and Receiving Report.

Purchasing Office: Reproduce from master mat on green paper and forward to contractor.

Contractor: Complete with shipping and invoice information, give to inspector to sign for inspection (also acceptance if accomplished at origin), then forward to administering office in envelope #3.

Administering Office: Route to Fiscal Officer for use in preparing payment voucher, then forward to central procurement file upon receipt of paid voucher from disbursing officer.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 9A: Inspection and Receiving Report.

Purpose: Signed report of inspection and acceptance at destination, used by Fiscal Officer as authority for payment.

When used: All domestic shipments, except shipments to Navy paid by Navy disbursing officers and shipments to contractor consignees, and oversea shipments through water and aerial ports, in which inspection and acceptance are accomplished at destination and in which payment is involved.

Copy 9B: Inspection and Receiving Report (APO).

Purpose: Signed report of inspection and/or acceptance, based on postal receipt, used by Fiscal Officer as authority for payment.

When used: Shipments to Army Post Offices for oversea destinations (APO address).

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 9A: Inspection and Receiving Report.

Purchasing Office: Reproduce from master mat on green paper and forward to contractor.

Contractor: Complete with shipping and invoice information and forward to consignee in envelope #1.

Consignee: Upon receipt of shipment, enter quantities received, sign for inspection and acceptance, and forward to administering office.

Administering Office: Route to Fiscal Officer for use in preparing payment voucher, then forward to central procurement file upon receipt of paid voucher from disbursing officer.

Copy 9B: Inspection and Receiving Report (APO).

Purchasing Office: Reproduce from master mat on green paper and forward to contractor.

Contractor: Complete with shipping information, secure certificate of mailing from post office, and forward this with copy 9B to administering office in envelope #3.

Administering Office: Route to (a) Contracting Officer, who will sign for acceptance (and inspection if accomplished at destination), (b) Fiscal Officer, for use in preparing payment voucher, then forward to central procurement file upon receipt of paid voucher from disbursing officer.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 9C Inspection and Receiving Report (GFP).

Purpose: Signed report of inspection and acceptance at destination of shipments of Government Furnished Property, used by Fiscal Officer as authority for payment.

When used: All GFP shipments on which inspection and acceptance are accomplished at destination.

Copy 9D: Inspection and Receiving Report (Navy).

Purpose: Signed report of inspection and acceptance at origin, on shipments to Navy consignees, used as authority for payment.

When used: Domestic shipments to Navy consignees, in which inspection and acceptance are accomplished at origin, and payment is made by Navy disbursing officers.

Copy 9E: Inspection Report (Navy).

Purpose: Signed report of inspection at origin, on shipments to Navy consignees, used as authority for payment.

When used: Domestic shipments to Navy consignees, in which inspection alone is accomplished at origin, and payment is made by Navy disbursing officers.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 9C: Inspection and Receiving Report (GFP).

Purchasing Office: Reproduce from master mat on green paper and forward to contractor.

Contractor: Complete with shipping and invoice information and forward to consignee in envelope #1.

Consignee: Upon receipt of shipment, enter quantity received, have inspector sign for inspection and acceptance only if inspector is at consignee's plant, and forward to administering office.

Administering Office: If necessary to have signed for inspection and acceptance, route to GFP office (where signature will be made, based on receipted copy 13), then forward to Fiscal Officer. Otherwise, route directly to Fiscal Officer, for use in preparing payment voucher, then forward to central procurement file upon receipt of paid voucher from disbursing officer.

Copy 9D: Inspection and Receiving Report (Navy).

Purchasing Office: Reproduce from master mat on green paper and forward to contractor.

Contractor: Complete with shipping and invoice information, give to inspector to sign for inspection and acceptance, then forward to Navy Regional Accounts Office in envelope #5, together with invoices in quadruplicate.

Copy 9E: Inspection Report (Navy).

Purchasing Office: Reproduce from master mat on green paper and forward to contractor.

Contractor: Complete with shipping and invoice information, give to inspector to sign for inspection, then forward to consignee in envelope #1, together with invoices in quadruplicate.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 10: Original Invoice.

Purpose: Contractor's original invoice, used by Fiscal Officer as basis for payment.

When used: All shipments for which payment is required (except shipments paid for by Navy disbursing officers).

Copy 11: Duplicate Invoice.

Purpose: Contractor's duplicate invoice, used by Fiscal Officer as basis for payment.

When used: All shipments for which payment is required (except shipments paid for by Navy disbursing officers).

Copy 12: Invoice File Copy.

Purpose: Contractor's file copy of invoice rendered.

When used: All shipments for which payment is required (except shipments paid for by Navy disbursing officers).

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 10: Original Invoice.

Purchasing Office: Reproduce from master mat on green paper and forward to contractor.

Contractor: Complete with shipping and invoice information and forward to administering office in envelope #3.

Administering Office: Route to Fiscal Officer, for use in preparing payment voucher, then forward with voucher to disbursing officer for eventual use by the General Accounting Office.

Copy 11: Duplicate Invoice.

Purchasing Office: Reproduce from master mat on green paper and forward to contractor.

Contractor: Complete with shipping and invoice information and forward to administering office in envelope #3.

Administering Office: Route to Fiscal Officer for use in preparing payment voucher, then forward with voucher for use by disbursing officer.

Copy 12: Invoice File Copy.

Purchasing Office: Reproduce from master mat and forward to contractor.

Contractor: Complete with shipping and invoice information; file.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 12B: Triplicate Invoice.

Purpose: Contractor's triplicate invoice, used by Fiscal Officer as basis for payment.

When used: All shipments (except shipments to Navy consignees paid for by the Navy) for which payment is required and inspection and acceptance are made at destination.

Copy 13: Consignee Receipt for GFP.

Purpose: Advice to GFP office of receipt of GFP by contractor consignees.

When used: Shipments of GFP to contractors with or without payment.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 12B: Triplicate Invoice.

Purchasing Office: Reproduce from master mat on green paper and forward to contractor.

Contractor: Complete with shipping and invoice information and forward to administering office in envelope #3.

Administering Office: Route to Fiscal Officer, to hold pending receipt of copy 9A from consignee, then forward to central procurement file upon receipt of paid voucher from disbursing officer.

Copy 13: Consignee Receipt for GFP.

Purchasing Office: Reproduce from master mat on green paper and forward to contractor.

Contractor: Complete with shipping information and forward to consignee in envelope #1.

Consignee: Acknowledge receipt of shipment and forward to GFP office.

GFP Office: If copy 8F has been received previously, use copy 13 as basis for signing acceptance on copy 8F. With either 8A or 8F, note receipt of shipment and file.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 13A: Consignee Receipt and Acceptance.

Purpose: Signed report of acceptance at destination, used by Fiscal Officer as authority for payment.

When used: Domestic shipments of end items for which payment is required, but which involve inspection at origin and acceptance at destination.

Copy 14: Contract File Copy.

Purpose: For file with contract records.

When used: All shipments except those of GFP without payment (two copies).

Copy 15: Inspector's File Copy.

Purpose: For file with inspector's records.

When used: All shipments in which inspection is accomplished at origin.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 13A: Consignee Receipt and Acceptance.

Purchasing Office: Reproduce from master mat on green paper and forward to contractor.

Contractor: Complete with shipping information and forward to consignee in envelope #1.

Consignee: Upon receipt of shipment, sign acceptance and forward to administering office.

Administering Office: Route to Fiscal Officer for use in preparing payment voucher, then forward to central procurement file upon receipt of paid voucher from disbursing officer.

Copy 14: Contract File Copy.

Purchasing Office: Reproduce from master mat and forward to Contracting Officer, who will give one copy to the purchasing agent and file the other with the contract records.

Copy 15: Inspector's File Copy.

Purchasing Office: Reproduce from master mat and forward to contractor.

Contractor: Complete with shipping information and give to inspector for his file.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Port Copies.

Purpose: For use by ports of embarkation for port tallies and oversea movement.

When used: Oversea shipments moving through ports of embarkation (nine copies), and ports of aerial embarkation (four copies). To these, add for foreign aid shipments one copy, if civilian supplies, and eight copies, if for Mutual Defense Assistance Program.

Copy 16: Inspection Office Copy.

Purpose: Used by inspection office to arrange for inspection of supplies to be shipped and maintenance of records.

When used: Shipments of end items in which inspection is accomplished at origin.

Copy 17: Transportation Office Copy.

Purpose: For use by Transportation Officer to (1) arrange for shipment on Government bill of lading (and secure Transportation Service (TS) route order number when required) for items purchased FOB origin, (2) secure Transportation Corps release (TCR) for port shipments of over a minimum weight, and (3) secure transit storage space release numbers when required.

When used: All shipments inspected and accepted at origin, and all oversea shipments through water ports of total weight of 10,000 pounds or more if moving by truck and 20,000 pounds or more if moving by rail.

Copy 18: Consignee's Advance Shipping Notice.

Purpose: For use by consignee in planning for receipt of shipment.

When used: All domestic shipments except to other contractors.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Port Copies.

Purchasing Office: Reproduce from master mat, number consecutively in upper corners (Port 1, Port 2, Port 3, etc.), and forward to contractor.

Contractor: Complete with shipping information, including recapitulation on first page of each copy, and forward to port in document envelope.

Copy 16: Inspection Office Copy.

Purchasing Office: Reproduce from master mat and forward to inspection office responsible for inspection under the contract.

Copy 17: Transportation Office Copy.

Purchasing Office: Reproduce on master mat and forward to Transportation Officer, for use as described on opposite page. On shipments requiring Transportation Corps release, instruct contractor not to ship until release is received.

Copy 18: Consignee's Advance Shipping Notice.

Purchasing Office: Reproduce from master mat and forward to consignee.

Consignee: Route to Storage Division, for use in planning for receipt of shipment, then file or destroy.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 18A: Requisitioning Agency Copy.

Purpose: Notice to requisitioning agency that shipping instructions have been issued.

When used: Domestic shipments to other technical services, departments of agencies, when specifically requested by the requisitioning agency, and all oversea shipments.

Copy 18B: Accountable Office Copy.

Purpose: Used by Quartermaster accountable depots to establish tentative dues-in for procurement planning.

When used: Direct shipments (as defined under copy 8B above), and shipments to Quartermaster depots or Quartermaster sections of general depots.

Copy 18C: Subsistence Copy - OQMG.

Purpose: Used by Subsistence Branch, Office of The Quartermaster General, for procurement planning.

When used: All shipments of non-perishable subsistence.

Copy 18F: GFP Office Copy.

Purpose: Used by GFP Office to plan for production and distribution of GFP.

When used: All shipments of usable Government Furnished Property.

TABLE III: LIST OF COPIES - PURPOSE, WHEN USED AND ACTION TAKEN
(Continued)

Copy 18A: Requisitioning Agency Copy

Purchasing Office: Reproduce from master mat and forward to either: (a) office of the requisitioning agency designated on the requisition or other purchase authorization, or (b) on oversea shipments, the oversea supply division, port of embarkation.

Copy 18B: Accountable Office Copy.

Purchasing Office: Reproduce on master mat and forward to accountable office for Machine Records.

Copy 18C: Subsistence Copy - OQMG.

Purchasing Office: Reproduce from master mat and forward to the Office of The Quartermaster General, Washington 25, D. C., Attention: Subsistence Branch, Supply Division.

Copy 18F: GFP Office Copy

Purchasing Office: Reproduce from master mat and forward to GFP office.

GFP Office: Hold pending receipt of copy 8A or 8F, then file or destroy.

TABLE IV: COPIES USED IN PROCEDURES P1A, P1C, P2A, P2C, P4A, P4C

COPIES REQUIRED IN ALL SHIPMENTS

NO.	COPY NAME	P1A	P1C	P2A	P2C	P4A	P4C
<u>Copies Furnished to Contractor</u>							
1	Shipping Authorization	1	1	1	1	1	1
2	Shipping Notice - Transportation	1	1	1	1	1	1
3	Tally-Out and Packing List	1	1	1	1	1	1
4	Shipping Notice - Storage Division	1	1	1	1	1	1
4B	Shipping Notice - Due-In Records	1		1		1	
5	Shipping Notice - Contract Records	1	1	1	1	1	1
5A	Shipping Notice - Contract Records			1	1	1	1
6	Shipping Notice - Inspection Office	1	1	1	1		
7	Army Audit Agency Copy	1	1	1	1	1	1
9	Inspection and Receiving Report	1	1	1	1		
9A	Inspection and Receiving Report					1	1
10	Original Invoice	1	1	1	1	1	1
11	Duplicate Invoice	1	1	1	1	1	1
12	Invoice File Copy	1	1	1	1	1	1
12B	Triplicate Invoice					1	1
13A	Consignee Receipt and Acceptance			1	1		
15	Inspector's file copy	1	1	1	1		

TABLE IV: COPIES USED IN PROCEDURES P1A, P1C, P2A, P2C, P4A, P4C
(Continued)

COPIES REQUIRED IN ALL SHIPMENTS

NO.	COPY NAME	P1A	P1C	P2A	P2C	P4A	P4C
<u>Copies Distributed by Purchasing Office</u>							
14	Contract File Copy	2	2	2	2	2	2
16	Inspection Office Copy	1	1	1	1		
17	Transportation Office Copy	1	1				
18	Consignee's Advance Shipping Notice	1	1	1	1	1	1
18B	Accountable Office Copy	1		1		1	

TABLE IV: COPIES USED IN PROCEDURES P1A, P1C, P2A, P2C, P4A, P4C
(Continued)

COPIES USED WHEN REQUIRED

NO.	COPY NAME	P1A	P1C	P2A	P2C	P4A	P4C
<u>Copies Furnished to Contractor</u>							
4B	Shipping Notice - Due-In Records Domestic parcel post shipments		1		1		1
4C	Shipping Notice - OQMG When requested by the Office of The Quartermaster General	1	1	1	1	1	1
4E	Shipping Notice - Returnable Cont. Shipments using vendor-owned returnable containers.	1	1	1	1	1	1
4M	Shipping Notice - Mfg. Div. Shipments to Quartermaster manufacturing depots	1		1		1	
8	GFP Copy - End Item Shipment Shipments of end items using Government Furnished Property	1	1	1	1	1	1
8B	Stock Acctg. Copy - Direct Shipment Direct shipments, by-passing accountable depots	1	1	1	1	1	1

TABLE IV: COPIES USED IN PROCEDURES P1A, P1C, P2A, P2C, P4A, P4C
(Continued)

COPIES USED WHEN REQUIRED

NO.	COPY NAME	P1A	P1C	P2A	P2C	P4A	P4C
<u>Copies Distributed by Purchasing Office</u>							
18B	Accountable Office Copy Direct shipments, by-passing accountable depots		1		1		1
18C	Subsistence Copy - OQMG Shipments of non-perishable subsistence	1	1	1	1	1	1

TABLE V: COPIES USED IN PROCEDURES P1G, P1M, P2G, P2M, P4G, P4M
(Except Navy and Air Force)

COPIES REQUIRED IN ALL SHIPMENTS

NO.	COPY NAME	P1G	P1M	P2G	P2M	P4G	P4M
<u>Copies Furnished to Contractor</u>							
1	Shipping Authorization	1	1	1	1	1	1
2	Shipping Notice - Transportation	1	1	1	1	1	1
3	Tally-Out and Packing List	1	1	1	1	1	1
4	Shipping Notice - Storage Division	1	1	1	1	1	1
5	Shipping Notice - Contract Records	1	1	1	1	1	1
5A	Shipping Notice - Contract Records			1	1	1	1
6	Shipping Notice - Inspection Office	1	1	1	1		
6A	Fiscal Reimbursement Copy		3		3		3
6B	Fiscal Reimbursement Copy		2		2		2
7	Army Audit Agency Copy	1	1	1	1	1	1
9	Inspection and Receiving Report	1	1	1	1		
9A	Inspection and Receiving Report					1	1
10	Original Invoice	1	1	1	1	1	1
11	Duplicate Invoice	1	1	1	1	1	1
12	Invoice File Copy	1	1	1	1	1	1
12B	Triplicate Invoice					1	1
13A	Consignee Receipt and Acceptance			1	1		
15	Inspector's File Copy	1	1	1	1		

TABLE V: COPIES USED IN PROCEDURES P1G, P1M, P2G, P2M, P4G, P4M
(Except Navy and Air Force) (Continued)

COPIES REQUIRED IN ALL SHIPMENTS

NO.	COPY NAME	P1G	P1M	P2G	P2M	P4G	P4M
<u>Copies Distributed by Purchasing Office</u>							
14	Contract File Copy	2	2	2	2	2	2
16	Inspection Office Copy	1	1	1	1		
17	Transportation Office Copy	1	1				
18	Consignee's Advance Shipping Notice	1	1	1	1	1	1

TABLE V: COPIES USED IN PROCEDURES P1G, P1M, P2G, P2M, P4G, P4M
(Except Navy and Air Force) (Continued)

COPIES USED WHEN REQUIRED

NO.	COPY NAME	P1G	P1M	P2G	P2M	P4G	P4M
<u>Copies Furnished to Contractor</u>							
4A	Shipping Notice - Reqn. Agency When requested by the requisitioning agency	1	1	1	1	1	1
4B	Shipping Notice - Due-In Records Domestic parcel post shipments	1	1	1	1	1	1
4C	Shipping Notice - OQMG When requested by the Office of The Quartermaster General	1	1	1	1	1	1
4E	Shipping Notice - Returnable Cont. Shipments using vendor-owned returnable containers	1	1	1	1	1	1
8	GFP Copy - End Item Shipment Shipments of end items using Government Furnished Property	1	1	1	1	1	1
8B	Stock Accounting Copy - Direct Shpmt. Direct shipments, by-passing accountable depots	1	1	1	1	1	1

TABLE VI: COPIES USED IN PROCEDURES P1G, P1M, P2G, P2M, P4G, P4M
(Navy Only) (Continued)

COPIES USED WHEN REQUIRED

NO.	COPY NAME	P1G	P1M	P2G	P2M	P4G	P4M
<u>Copies Distributed by Purchasing Office</u>							
18A	Requisitioning Agency Copy When requested by the requisitioning agency	1	1	1	1	1	1
18B	Accountable Office Copy Direct shipments, by-passing accountable depots	1	1	1	1	1	1
18C	Subsistence Copy - OQMG Shipments of non-perishable subsistence	1	1	1	1	1	1

TABLE VII: COPIES USED IN PROCEDURES P1G, P1M, P2G, P2M, P4G, P4M
(Air Force Only)

COPIES REQUIRED IN ALL SHIPMENTS

NO.	COPY NAME	P1G	P1M	P2G	P2M	P4G	P4M
<u>Copies Furnished to Contractor</u>							
1	Shipping Authorization	1	1	1	1	1	1
2	Shipping Notice - Transportation	1	1	1	1	1	1
3	Tally-Out and Packing List	1	1	1	1	1	1
4	Shipping Notice - Storage Division	1	1	1	1	1	1
4F	Shipping Notice - AF Stock Control	1	1	1	1	1	1
4G	Shipping Notice - AMC	1	1	1	1	1	1
5	Shipping Notice - Contract Records	1	1	1	1	1	1
5A	Shipping Notice - Contract Records			1	1	1	1
6	Shipping Notice - Inspection Office	1	1	1	1		
6A	Fiscal Reimbursement Copy		3		3		3
6B	Fiscal Reimbursement Copy		2		2		2
9	Inspection and Receiving Report	1	1	1	1		
9A	Inspection and Receiving Report					1	1
10	Original Invoice	1	1	1	1	1	1
11	Duplicate Invoice	1	1	1	1	1	1
12	Invoice File Copy	1	1	1	1	1	1
12B	Triplicate Invoice					1	1
13A	Consignee Receipt and Acceptance			1	1		
15	Inspector's File Copy	1	1	1	1		

TABLE VIII: COPIES USED IN PROCEDURES P1E, P2E, P3A1, P3J, P4A1, P4E
(Government Furnished Property) (Continued)

COPIES REQUIRED IN ALL SHIPMENTS

NO.	COPY NAME	P1E	P2E	P3A1	P3J	P4A1	P4E
<u>Copies Distributed by Purchasing Office</u>							
14	Contract File Copy	2	2				2
17	Transportation Office Copy	1					
18	Consignee's Advance Shipping Notice			1		1	
18F	GFP Office Copy	1	1		1	1	1

TABLE VIII: COPIES USED IN PROCEDURES P1E, P2E, P3A1, P3J, P4A1, P4E
(Government Furnished Property) (Continued)

COPIES USED WHEN REQUIRED

NO.	COPY NAME	P1E	P2E	P3A1	P3J	P4A1	P4E
<u>Copies Furnished to Contractor</u>							
4B	Shipping Notice - Due-In Records Domestic parcel post shipments	1	1	1	1	1	1
4E	Shipping Notice - Returnable Cont. Shipments using vendor-owned returnable containers	1	1		1		1
6A	Fiscal Reimbursement Copy Shipments of GFP to other tech- nical services, departments or agencies, which require reim- bursement apart from that for the end item	3	3		3		3
6B	Fiscal Reimbursement Copy Shipment of GFP to other tech- nical services, departments or agencies, which require reim- bursement apart from that for the end item.	3	3		3		3
8B	Stock Acctg. Copy - Direct Shipment Direct shipments, by-passing accountable depots	1	1				1
8G	GFP Copy - AF Stock Fund Shipments of Air Force textiles and findings	1	1				1

TABLE VIII: COPIES USED IN PROCEDURES P1E, P2E, P3A1, P3J, P4A1, P4E
(Government Furnished Property) (Continued)

COPIES USED WHEN REQUIRED

NO.	COPY NAME	P1E	P2E	P3A1	P3J	P4A1	P4E
<u>Copies Distributed by Purchasing Office</u>							
18B	Accountable Office Copy Direct shipments, by-passing accountable depots	1	1				1

TABLE IX: COPIES USED IN PROCEDURES
PIP, PIT, P2P, P2T, P2APO, P4P, P4T, P4APO (Oversea)

COPIES REQUIRED IN ALL SHIPMENTS

NO.	COPY NAME	PIP	PIT	P2P	P2T	P2 APO	P4P	P4T	P4 APO
<u>Copies Furnished to Contractor</u>									
1	Shipping Authorization	1	1	1	1	1	1	1	1
2	Shipping Notice - Transportation	2		2			2		
3	Tally-Out and Packing List		3		3	2		3	2
4A	Shipping Notice - Requisitioning Agency		1		1	2		1	2
5	Shipping Notice - Contract Records	1	1	1	1	1	1	1	1
5B	Shipping Notice - Port Receipt			1	1		1	1	
6	Shipping Notice - Inspection Office	1	1	1	1	1			
7	Army Audit Agency Copy	1	1	1	1	1	1	1	1
9	Inspection and Receiving Report	1	1	1	1				
9B	Inspection and Receiving Report (APO)					1			1
10	Original Invoice	1	1	1	1	1	1	1	1
11	Duplicate Invoice	1	1	1	1	1	1	1	1
12	Invoice File Copy	1	1	1	1	1	1	1	1
12B	Triplicate Invoice						1	1	1
15	Inspector's File Copy	1	1	1	1	1			
	Port Copies	9	4	9	4		9	4	

TABLE IX: COPIES USED IN PROCEDURES
 P1P, P1T, P2P, P2T, P2APO, P4P, P4T, P4APO (Oversea) (Continued)

COPIES REQUIRED IN ALL SHIPMENTS

NO.	COPY NAME	P1P	P1T	P2P	P2T	P2 APO	P4P	P4T	P4 APO
<u>Copies Distributed by Purchasing Office</u>									
14	Contract File Copy	2	2	2	2	2	2	2	2
16	Inspection Office Copy	1	1	1	1	1			
17	Transportation Office Copy	1	1						

TABLE IX: COPIES USED IN PROCEDURES
P1P, P1T, P2P, P2T, P2APO, P4P, P4T, P4APO (Oversea) (Continued)

COPIES USED WHEN REQUIRED

NO.	COPY NAME	P1P	P1T	P2P	P2T	P2 APO	P4P	P4T	P4 APO
<u>Copies Furnished to Contractor</u>									
2	Shipping Notice - Trans. Shipments to holding and reconsignment points	3		3			3		
4A	Shipping Notice - Reqn. Ag. 1 Shipments to secondary ports, subports or outports			1			1		
4C	Shipping Notice - OQMG Foreign aid shipments (civilian supplies)	2	2	2	2	2	2	2	2
4C	Shipping Notice - OQMG Foreign aid shipments (MDAP)	1	1	1	1	1	1	1	1
4E	Shipping Notice - Ret. Cont 1 Shipments using vendor- owned returnable cont.		1	1	1		1	1	
8	GFP Copy - End Item Shpmt 1 Shipments of end items using GFP		1	1	1	1	1	1	1
8B	Stk. Acctg. Cy. - Dir Shpmt 1 Direct shipments, by-pass- ing accountable depots		1	1	1	1	1	1	1
	Port Copy Foreign aid shipments (civilian supplies)	1	1	1	1	1	1	1	1
	Port Copy Foreign aid shipments (MDAP)	8	8	8	8	8	8	8	8

TABLE IX: COPIES USED IN PROCEDURES
 P1P, P1T, P2P, P2T, P2APO, P4P, P4T, P4APO (Oversea) (Continued)

COPIES USED WHEN REQUIRED

NO.	COPY NAME	P1P	P1T	P2P	P2T	P2 APO	P4P	P4T	P4 APO
<u>Copies Distributed by Purchasing Office</u>									
17	Trans. Office Copy Shipments requiring TCR			1			1		
18B	Acctble. Office Copy Direct shpmnts, by-passing accountable depots	1	1	1	1	1	1	1	1
18C	Subsistence Copy - OQMG Shipments of non-perish- able subsistence	1	1	1	1	1	1	1	1

TABLE X: LIST OF PRE-ADDRESSED ENVELOPES AND INSTRUCTIONS
FOR USE

ENVELOPE NUMBER	ADDRESSEE AND SPECIAL INSTRUCTIONS	COPIES INCLUDED (WHEN USED)				
1	Consignee (or port)	2	4	4D	4M	5A
	Contractor: Mail or deliver to consignee by fastest means available	5B	6B	9A	9C	9E
		13	13A			
2	Inspection Office	6				
3	Administering Office	4E	5	6A	7	8B
		9	9B	10	11	12B
4	Office of The Quartermaster General Washington 25, D. C. Attn: Supply Division, (*) Branch *Clothing and Equipage, Foreign Aid, General Supplies, Petroleum or Subsis- tence, as appropriate	4C				
5	Navy Regional Accounts Office at address shown on purchase authorization	9D				
6	Air Force shipments east of Mississippi: Warner Robins Air Materiel Area Warner Air Force Base Macon, Georgia Attn: AF 907 CSD Air Force shipments west of Mississippi: Ogden Air Materiel Area Hill Air Force Base, Ogden, Utah Attn: AF 903 CSD	4F				

TABLE X: LIST OF PRE-ADDRESSED ENVELOPES AND INSTRUCTIONS
FOR USE (Continued)

7	Accountable Office Contractor: Forward by air mail	4B
8	Domestic shipments to technical services other than Quartermaster: The office specified in the requisition Oversea shipments: Oversea Supply Division, Port of Embarkation Air Force shipments: Air Materiel Command, Wright-Patterson Air Force Base Dayton, Ohio Attn: MCMSXR2	4A 4G
9	Industrial Accountable Property Officer at appropriate GFP Office	8 8A 8F 8G
Document Envelope	Send with shipment Contractor will attach envelope as described in Figure 10.	3 and Port Copies

NOTE: On each envelope will be shown the number of the envelope and the numbers of the copies, if used, which are to be enclosed. Such information will correspond to the numbers shown in this table, except that variation is permitted in the following situation: When two or more addressees are located at the same installation, so that several envelopes as listed above would be returned simultaneously to the same place, copy numbers shown on the envelopes may be changed so that only one envelope will be used. For example, if the inspection office is at the same address as the administering office, envelope #2 may be eliminated, and copy 6 returned in envelope #1.

TABLE XI: INSTRUCTIONS TO PURCHASING OFFICE FOR MAKING
ENTRIES ON DD FORM 250 (DOMESTIC SHIPMENT)

NO.	ENTRY (Illustrated in Figure 1)
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NOTE - TYPIST: Leave at least three typewriting spaces between each item typed on the MIRR. Leave approximately two inches between the quantity "To Be Shipped" of the last item listed on the first sheet and the blocks at the bottom of the form. This space is required for billing purposes on invoice copies and certificate of shipment on copy 6.

- a. Type in the phrase "Set No. "
- b. Sheet or page number of the MIRR.
- c. Name of purchasing office (for Quartermaster use, this entry is the same as the name of the agency in entry e).
- d. Point of inspection and acceptance (inspection office, when required).
- e. Name and complete address of the purchasing office.
- f. Commodity code letter and purchasing agent's code number, if desired, when these have been assigned by the machine records activity at the purchasing office to identify the commodity being procured and the buyer.
- g. Contract number, when required, and office identification (O. I.) number in all instances. The O. I. number always will be preceded by the letters "O. I. " to facilitate correct coding by the purchasing office and the receiving depot.
- h. Prime contractor's name and main address as shown in the contract.
- i. Contractor code number (contractor facility number).
- j. Numbers of any supplemental agreements or change orders to the contract. This information is not required on Navy shipments. In Army and Air Force shipments the disbursing office requires this information in approving invoices. If the space is inadequate, information may be placed in the "Stock and/or Part Number and Description of Articles" column, with an appropriate notation in this space.

TABLE XI: INSTRUCTIONS TO PURCHASING OFFICE FOR MAKING ENTRIES
ON DD FORM 250 (DOMESTIC SHIPMENT) (Continued)

- k. Name and address of the sub-contractor or warehouse making shipment for the account of the prime contractor, if known.
- l. FOB point as stated in the contract, together with the acceptance point code as explained below:
 - (1) For acceptance at origin (P1), the number 1.
 - (2) For acceptance at destination (P2 and P4), the number 2.
 - (3) For direct shipments not requiring a copy 8B, the number 9.
- m. Code letters for contract records clerk and commodity branch making the purchase, if desired.
- n. Prime contractor's delivery order, job order, subcontract or suborder when direct shipments are to be made from subcontractor.
- o. Consignee's name and address, exactly as it will be stenciled on the shipping container. Consignee's freight address will be used, if different from the mailing address. All Army shipments will be consigned to the transportation officer at destination, except parcel post or mail shipments, which will be consigned direct to the appropriate property officer for domestic shipments, or as indicated in the purchase authorization for APO shipments.
- p. Distribution order number, when required.
- q. Number of requisition or Military Interdepartmental Purchase Request (MIPR).
- r. GFP number stated in contract. (When the GFP office is different from the office administering the end-item contract, the GFP office will be shown.) When transshipment is to be made of GFP as such, both GFP numbers will be shown.
- s. Account code number. Be sure the correct number is used, so that shipments will be recorded accurately by machine records activities at both the purchasing office and consignee depots.
- t. Commodity code number. Procurement directives will indicate the commodity code. These numbers are used to group specific procurements and for depot accounting reports.

TABLE XI: INSTRUCTIONS TO PURCHASING OFFICE FOR MAKING
ENTRIES ON DD FORM 250 (DOMESTIC SHIPMENT)
(Continued)

- u. Accountable office, if accountability is to be maintained by an activity other than the administering office or the consignee.
- v. Number of procurement directive or other purchase authorization.
- w. Number assigned by issuing agency to identify shipping authorization.
- x. Procedure code.
- y. Transportation Service (TS) route order number, if known and applicable, followed by abbreviated name of initial carrier.
- z. A column for quantity to be shipped, as used on the VSD, is omitted from the MIRR. When required, the words "To Be Shipped" may be typed on the master mat and a line drawn in the "Stock and/or Part Number and Description of Articles" column.
- aa. Type of packing required - domestic or export. When required, the following data will be entered in the "Stock and/or Part Number and Description of Articles" column before the items are listed:
 - (1) In transit and forwarding instructions.
 - (2) The words "RELEASE REQUIRED."
 - (3) Special instructions for care, handling, refrigeration, etc.
- ab. Contract item number, as shown in the contract, change order, supplement, exhibit or amendment.
- ac. Nomenclature or description of item with authorized abbreviations.
- ad. Approved stock number of standard items, or manufacturer's number on non-standard items.
- ae. Stock numbers of other services, when applicable.
- af. Quantity to be shipped.
- ag. Abbreviated unit of measure, as shown in the contract. When the abbreviation exceeds two letters, it must not extend beyond the right of the "Unit of Measure" column. Authorized units of measure and abbreviations therefor are listed in Table XVII.

TABLE XI: INSTRUCTIONS TO PURCHASING OFFICE FOR MAKING ENTRIES
ON DD FORM 250 (DOMESTIC SHIPMENT) (Continued)

- ah. When applicable, the words "RUSH - DISCOUNT INVOLVED," and terms.
- ai. Identify shipment as reimbursable or cash ("REIMBURSEMENT REQUIRED" or "CASH").
- aj. Schedule of delivery if not otherwise provided. The continuation sheet or a copy of the distribution order may be used for this purpose.
- ak. Date of preparation of the master mat, the words "Ship per above instructions" and the name, rank and branch of the Contracting Officer.
- al. Initials of the typist preparing the master mat.
- am. Payment office - name and address of the disbursing office designated in the contract. If the payment voucher is to be prepared at an office other than the disbursing office, delete the words "Payment Office" and insert "Mail invoice to (name and address of office)".
- an. Procurement allotment (P/A) number and transportation allotment (T/A) number, as shown in the contract.
- ao. Number of sets of shipping documents prepared.
- ap. For GFP shipments only, the number of the contract on which the GFP will be used.
- aq. Number of sheets used, including the first and all continuation sheets.
- ar. Shipment code number, to be applied to each set of shipping documents in numerical sequence, after the sets have been reproduced. Do not type on mat.

FIGURE I ILLUSTRATION OF ENTRIES MADE BY PURCHASING OFFICE

PACKAGE TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

MATERIEL INSPECTION AND RECEIVING REPORT (DOMESTIC)		FOR CONTRACTOR'S USE ONLY		a Set No. ar		SHEET NO. 1		NO. OF SHEETS 1							
OFFICE ADMINISTERING CONTRACT			INSPECTION OFFICE			CREDIT VOUCHER OR FILE NO.									
c NYQMPA-C&E			d INSP. ORIGIN-ACCEPT. DEST.												
AGENCY PLACING ORDER ON SHIPPER - CITY - STATE						PRIME CONTRACT OR P. O. NUMBER									
e NYQMPA 111 E. 16th St., New York 3, N. Y. f E/13						g QM 7437 O.I. 6292									
NAME OF PRIME CONTRACTOR - CITY - STATE						SUPPLEMENTS AND CHANGE ORDERS									
h JOHN JONES CO., NEW YORK i 421100						j 1									
MANUFACTURER OR WAREHOUSE SHIPPED FROM - CITY - STATE						ORDER NO. ON SUPPLIER									
k SIMMONS & CO. NORFOLK, VA m TD/GS						n A7286									
SHIPPED TO - MARK FOR						PROC. DIR. OR REQ'N NO.									
o TRANSPORTATION OFFICER p DO 2-1 r GFP 180-51						v NY-1-0500-00-1-02									
831 ST. USAF SPEC. DEPOT q MIPR-(33-038)-R 51-0132						SHIPMENT ORDER NO.									
SHELBY, OHIO						w 5-6292 x P2G									
M/F: AF831-DSO s ACCT. 71 t						SHIPMENT NO. ON CONTRACT									
(Accountable Office when different) u						PARTIAL									
						FINAL									
DATE SHIPPED						GROSS WEIGHT									
SEAL NUMBERS						NET WEIGHT									
B/L NUMBER						ROUTING									
CAR NUMBER						y									
CONTRACT ITEM NUMBER		STOCK AND/OR PART NUMBER AND DESCRIPTION OF ARTICLES (Indicate No. of Pkg. - Type of Pkg. - Pkg. No.)		TO BE SHIPPED		UNIT OF MEAS		QUANTITY SHIPPED		QUANTITY RECEIVED		UNIT COST		TOTAL COST	
		aa EXPORT PACK		z				ah		RUSH-DISCOUNT INVOLVED					
ab 1		ac FLY, (FMR) TENT, WALL, LARGE OD		af 120		ag ea				2%-20 DAYS					
		ad 24-F-175 ae 8320-200000													
2		FLY, (FMR) TENT, WALL, SMALL OD		192		ea									
		ai													
aj		DELIVERY: O/B 28 Feb. 1951													
ak		9/29/50 SHIP PER ABOVE INSTRUCTIONS													
al															
HCG		SAM B. WARD, CAPT, QMC													
I CERTIFY THAT THE ITEMS LISTED HEREIN HAVE BEEN INSPECTED BY ME OR UNDER MY SUPERVISION, THEY CONFORM TO CONTRACT, AND HAVE BEEN ACCEPTED, EXCEPT AS NOTED ON THE REVERSE HEREOF.				DATE		SIGNATURE		DO NOT WRITE MAPL INVOICE							
DATE MATERIEL RECEIVED				CLASS CODE		ACCOUNT NO. - STORES ACCT.		TO NYQMPA 111 E. 16th St. NY 3, NY. an							
APPROPRIATION				an A5714500		ao 15									
I CERTIFY THAT I HAVE RECEIVED AND/OR ACCEPTED THE ARTICLES SHOWN ABOVE (Use on Contract No. ap)				DATE		SIGNATURE		DEBIT VOUCHER OR I. R. NO.							
EXCEPT AS NOTED ON THE REVERSE HEREOF.															

DD FORM 250 5152 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
 REPLACES ARMY FORMS: WD AGO FORMS 450-63-C, 450-60-C, 450-64-C, 450-62-C, 450-62-F, 450-61-C, WHICH ARE OBSOLETE.

TABLE XII: INSTRUCTIONS TO PURCHASING OFFICE FOR MAKING
ENTRIES ON DA AGO FORM 604 (OVERSEA SHIPMENT)

NO. ENTRY (Illustrated in Figure 2)

NOTE - TYPIST: Leave at least three typewriting spaces between each item types on the MIRR. Leave approximately two inches between the quantity "To Be Shipped" of the last item listed on the first sheet and the blocks at the bottom of the form. This space is required for billing purposes on invoice copies and certificate of shipment on copy 6.

- a. Type in the phrase "Set No. "
- b. Sheet or page number of the MIRR.
- c. Name of purchasing office (for Quartermaster use, this entry is the same as the name of the agency in entry g).
- d. Point of inspection and acceptance (inspection office, when required).
- e. Name and complete address of the purchasing office.
- f. Commodity code letter and purchasing agent's code number, if desired, when these have been assigned by the machine records activity at the purchasing office to identify the commodity being procured and the buyer.
- g. Contract number, when required, and office identification (O. I.) number in all instances. The O. I. number always will be preceded by the letters "O. I." to facilitate correct coding by the purchasing office and the receiving depot.
- h. Prime contractor's name and main address as shown in the contract.
- i. Contractor code number (contractor facility number).
- j. Numbers of any supplemental agreements or change orders to the contract. This information is not required on Navy shipments. On Army and Air Force shipments the disbursing office requires this information in approving invoices. If the space is inadequate, information may be placed in the "Stock and/or Part Number and Description of Articles" column, with an appropriate notation in this space.

TABLE XII: INSTRUCTIONS TO PURCHASING OFFICE FOR MAKING ENTRIES
ON DA AGO FORM 604 (OVERSEA SHIPMENT) (Continued)

- k. Name and address of the sub-contractor or warehouse making shipment for the account of the prime contractor, if known.
- l. FOB point as stated in the contract, together with the acceptance point code as explained below:
- (1) For acceptance at origin (P1), the number 1.
 - (2) For acceptance at destination (P2 and P4), the number 2.
 - (3) For direct shipments not requiring a copy 8B, the number 9.
- m. Code letters for contract records clerk and commodity branch making the purchase, if desired.
- n. Prime contractor's delivery order, job order, subcontract or suborder when direct shipments are to be made from a subcontractor, if known.
- o. Consignee's name and address, exactly as it will be stenciled on the shipping contained. Waterborne shipments destined for oversea consignee will be consigned to the port transportation officer, marked for a coded oversea address. Shipments via air transport will be consigned directly to the oversea consignee, in the clear.
- p. At the end of the coded oversea address will be added a two-letter symbol denoting the office administering the contract. For this purpose, Quartermaster purchasing offices at Quartermaster and general depots will use the depot symbols listed in Appendix II to SR 746-30-5. Procurement agencies will use symbols as follows:
- (1) New York Quartermaster Procurement Agency: NY.
 - (2) Oakland Quartermaster Procurement Agency: OA.
- q. GFP number stated in contract, if applicable. If the GFP office is different from the office administering the end-item contract, the GFP office will be shown. When transshipment is to be made of GFP as such, both GFP numbers will be shown.
- r. Number of procurement directive or other purchase authorization. If a shipment is made against a specific oversea extract requisition issued by the oversea supply division of a port of embarkation or a shipping authorization issued by the Office of The Quartermaster General, the complete extract requisition number assigned by the oversea supply division, or by this office on the shipping authorization will be shown.

TABLE XII: INSTRUCTIONS TO PURCHASING OFFICE FOR MAKING
ENTRIES ON DA AGO FORM 604 (OVERSEA SHIPMENT)
(Continued)

- s. Number assigned by issuing agency to identify shipping authorization.
- t. Procedure code.
- u. A column for quantity to be shipped, as used on the VSD, is omitted from the MIRR. When required, the words "To Be Shipped" may be typed on the master mat in the "Stock and/or Part Number and Description of Articles" column, and a line drawn in this column.
- v. Transportation Service (TS) route order number, Transportation Corps release (TCR) number (both known as traffic control numbers), or transit storage space release number, if known and applicable, followed by abbreviated name of initial carrier.
- w. Type of packing required - "Export Pack." When required, the following data will be entered in the "Stock and/or Part Number and Description of Articles" column before the items are listed:
 - (1) In transit and forwarding instructions.
 - (2) "RELEASE REQUIRED."
 - (3) Special instructions for care, handling, refrigeration, etc. For example, if the items listed are refrigerated cargo, requiring specific storage temperature, or are labeled or dangerous cargo, special notation indicating such requirements will be made.
- x. Contract item number, as shown in the contract, change order, supplement, exhibit or amendment.
- y. Nomenclature or description of item with authorized abbreviations.
- z. Approved stock number of standard items, or manufacturer's number on non-standard items.
- aa. Stock numbers of other services, if applicable.
- ab. Quantity to be shipped.
- ac. Original line item number shown on the extract requisition issued by the oversea supply division of the port of embarkation or shipping authorization issued by the Office of The Quartermaster General.

TABLE XII: INSTRUCTIONS TO PURCHASING OFFICE FOR MAKING ENTRIES
ON DA AGO FORM 604 (OVERSEA SHIPMENT) (Continued)

- ad. Abbreviated unit of measure, as shown in the contract. When the abbreviation exceeds two letters, it must not extend beyond the right of the "Unit of Measure" column. Authorized units of measure and abbreviations therefor are listed in Table XVII.
- ae. When applicable, the words "RUSH - DISCOUNT INVOLVED," and terms.
- af. Procurement allotment (P/A) number, as shown in the contract.
- ag. Transportation allotment (T/A) number, if any, as shown in the contract.
- ah. Identify shipment as reimbursable of cash ("REIMBURSEMENT REQUIRED" or "CASH").
- ai. Schedule of delivery if not otherwise provided. Continuation sheet may be used for this purpose.
- aj. Date of preparation of the master mat, the words "Ship per above instructions," and the name, rank and branch of the Contracting Officer.
- ak. Initials of the typist preparing the master mat.
- al. Payment office - name and address of the disbursing office designated in the contract. If the payment voucher is to be prepared at an office other than the disbursing office, delete the words "Payment Office" and insert "Mail invoice to (name and address of office)".
- am. Number of sets of shipping documents prepared.
- an. Number of sheets used, including the first and all continuation sheets.
- ao. Shipment code number, to be applied to each set of shipping documents in numerical sequence, after the sets have been reproduced. Do not type on mat.

FIGURE 2 ILLUSTRATION OF ENTRIES MADE BY PURCHASING OFFICE

PACKAGE TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

MATERIEL INSPECTION AND RECEIVING REPORT (OVERSEA)		FOR CONTRACTOR'S USE ONLY (a) Set No. (ao)		SHEET NO. 1	NO. OF SHEETS 1 (an)			
OFFICE ADMINISTERING CONTRACT (c) NYQMPA-SUB		INSPECTION OFFICE (d) INSP & ACCEPT -ORIGIN		PRIME CONTRACT OR P. O. NUMBER (g) PO 2900 O.I. 2900				
AGENCY PLACING ORDER ON SHIPPER - CITY - STATE (e) NYQMPA 111 E. 16th St., NEW YORK 3, N. Y. (f) S/85				SUPPLEMENTS AND CHANGE ORDERS (j)				
NAME OF PRIME CONTRACTOR - CITY - STATE (h) BENJAMIN WOOD & CO., NEW YORK, N. Y. (i)				ORDER NO. ON SUPPLIER (n)				
MANUFACTURER OR WAREHOUSE SHIPPED FROM - CITY - STATE (k) PHILADELPHIA, PA (m) JO'C/Sub		FOB ORIGIN 9		PROC. DIR. OR REQ'N NO. 30-182-0-311-6 (r)				
SHIPPED TO - MARK FOR (o) P.T.O., NY PORT OF EMBARKATION 1st AVENUE & 58th STREET BROOKLYN, NEW YORK (p) M/F NOMI-T-QMSIV-DD4-NAHNY				SHIPMENT ORDER NO. (a) 1-2900 (t) PIP				
Accountable Office (when different)				SHIPMENT NO. ON CONTRACTOR PARTIAL FINAL				
DATE SHIPPED	SEAL NUMBERS	B/L NUMBER	CAR NUMBER	ROUTING (v)				
CONTRACT ITEM NUMBER	STOCK AND/OR PART NUMBER AND DESCRIPTION OF ARTICLES (Indicate No of Pkgs - Type of Pkg - Pkg No)	TO BE SHIPPED	REQ'D LINE ITEM	UNIT OF MEAS.	QUANTITY SHIPPED	QUANTITY RECEIVED	UNIT COST	TOTAL COST
(x)	(w) EXPORT PACK 1 ASPARAGUS, LARGE ALL GREEN SPEARS #1, "MONARCH" - UNIT PER CT 48 (z) (aa)	(u) 1 44 (ab)	6	Cn	(ae) RUSH - DISCOUNT INVOLVED 24 - 10 DAYS			
	2 BEANS, RED KIDNEY DARK #3 "MONARCH" - UNIT PER CT 24 (ah)	216	52	Cn				
	(af) A2110502 (ag) T/A 7-32 P436-03 A2110502							
	(aj) DELIVER NOT LATER THAN 10/18/50							
	(aj) 9/29/50 SHIP PER ABOVE INSTRUCTIONS							
	(ak) HCG GARRY ALEXANDER, CAPT. QMC							
I CERTIFY THAT THE ITEMS LISTED HEREIN HAVE BEEN INSPECTED BY ME OR UNDER MY SUPERVISION. THEY CONFORM TO CONTRACT, AND HAVE BEEN ACCEPTED, EXCEPT AS NOTED ON THE REVERSE HEREOF.		DATE	SIGNATURE		MAIL INVOICE TO - NYQMPA (al) 111 E 16th St., NEW YORK 3, N. Y. DEBIT VOUCHER (am)			
I CERTIFY THAT I HAVE RECEIVED AND/OR ACCEPTED THE ARTICLES SHOWN ABOVE (for use on contract No. EXCEPT AS NOTED ON THE REVERSE HEREOF.		DATE	SIGNATURE					
RECAPITULATION OF SHIPMENT					PKGS. SHOWN IN COLUMN HEADED "TOTAL PKGS." WERE REC'D IN APPARENT GOOD CONDITION EXCEPT AS NOTED.			
✓	TOTAL PKGS.	TYPE PKG.	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	TALLY NUMBER	RECEIVED BY	HATCH CHECKER
						DATE	DATE	TRANSPORT
						LOCATION	PIER LOCATION	HATCH
						RECEIVED BY	DATE LOADED	MANIFEST ITEM NOS.
	TOTAL							PERMIT NUMBER

DA AGO FORM 604 515253 54 5556 57 5859 60 6162 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
 1 JUN 50 REPLACES WD AGO FORMS 450-63-D, 450-60-D, 450-64-D, 450-62-D, 450-62-F, 450-61-D, WHICH ARE OBSOLETE.

TABLE XIII: INSTRUCTIONS TO CONTRACTOR FOR MAKING ENTRIES
ON DD FORM 250 (DOMESTIC SHIPMENT)

NO.	ENTRY (Illustrated in Figure 3)
as.	For contractor's use. Contractor's name, number of invoice, sales order or packing sheet, or any other identifying reference required. Please do not write over the shipment code number at the extreme right of this block.
at.	Number of contractor's order on sub-contractor, if applicable.
au.	After the shipment order number, add a hyphen (-), and insert a shipment order sub-number. Shipment order sub-numbers will be used to number shipments made against each shipment order number. Sub-numbers will follow in numerical sequence, beginning with "1" for the first shipment. When additional sets bearing the same shipment order number are subsequently received, continue to assign sub-numbers in numerical sequence, beginning with the next unused number.
av.	Delete inapplicable word.
aw.	Gross weight to nearest pound of the total number of all packages shipped, as listed in the "Stock and/or Part Number and Description of Articles" column. Gross weight will include weight of packing and packaging, as well as weight of contents. When two or more items are listed which are not "standard pack," enter the gross weight of each line item to the right of the package numbers, as described under entry bg.
ax.	Net weight of shipment to nearest pound, when readily available.
ay.	Date shipment is released to the carrier.
az.	Numbers of seals placed on cars or trucks, if sealed through to destination.
ba.	Bill of lading number, with letter prefix if a Government bill of lading. Commercial bills of lading will be identified as "COM'L" with the number, or date if not numbered.
bb.	Car initials and number if a carload shipment, the word "Truck" if a truckload shipment, or initials "LCL" or "LTL" for less than carload or less than truckload.

TABLE XIII: INSTRUCTIONS TO CONTRACTOR FOR MAKING *ENTRIES*
ON DD FORM 250 (DOMESTIC SHIPMENT) (Continued)

- bc. Abbreviated name of initial carrier. Shipments other than freight will be identified as "PP" for parcel post, "Exp" for express, "Air Exp" for air express. Include name of steamship line for combined rail and water shipments.
- bd. Number of packages or number of unpacked articles, below each line item.
- be. Abbreviated name of the type package, below each line item.
- bf. Inclusive numbers of containers or packages, when used, below each line item.
- bg. Gross weight of each line item, below that item, when items are not "standard pack." Gross weight will be calculated to the nearest pound.
- bh. Total number of packages shipped (this is in addition to the total number of packages shipped of each line item).
- bi. Number of items actually shipped, for each line item.

NOTE - INVOICE DATA: The following entries bj to bp, inclusive) will be made on invoice copies of the shipping document (copies 10, 11, 12, whichever of the 9 series is furnished, and 4C if used), when these copies are used for that purpose. Copy 10 will be the original typed ribbon copy. For use of contractor's own invoice forms, see "Contractor's Shipping Document Instruction Sheet."

- bj. Unit price of each item.
- bk. Total price of each line item.
- bl. Total amount of invoice.
- bm. Date of invoice.
- bn. Contractor's name (corporate title, official name of partnership or individual proprietorship).
- bo. Official title of person who will sign certificate.
- bp. Hand written signature (in ink) of the designated official of the contractor on copy 10 ONLY.

FIGURE 3 INSTRUCTIONS TO CONTRACTOR FOR MAKING ENTRIES

PACKAGE TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

MATERIEL INSPECTION AND RECEIVING REPORT (DOMESTIC)		FOR CONTRACTOR'S USE ONLY (as) INVOICE NO. 1234 JOB NO 71		set No.		SHEET NO. 1		NO. OF SHEETS 1							
OFFICE ADMINISTERING CONTRACT NYQMPA-C&E		INSPECTION OFFICE INSP. ORIGIN-ACCEPT. DEST.		CREDIT VOUCHER OR FILE NO.											
AGENCY PLACING ORDER ON SHIPPER - CITY - STATE NYQMPA 111 E. 16th St., New York 3, N. Y.		E/13		PRIME CONTRACT OR P. O. NUMBER QM 7437 O.I. 6292											
NAME OF PRIME CONTRACTOR - CITY - STATE JOHN JONES CO., NEW YORK		421100		SUPPLEMENTS AND CHANGE ORDERS 1											
MANUFACTURER OR WAREHOUSE SHIPPED FROM - CITY - STATE SIMONS & CO. NORFOLK, VA		TD/GS		ORDER NO. ON SUPPLIER A7286 (at)											
SHIPPED TO - MARK FOR TRANSPORTATION OFFICER, 831 ST. USAF SPEC. DEPOT SHELBY, OHIO M/F: AF831-DSO		DO 2-1 GFP 180-51 MIPR-(33-038)-R 51-0132 ACCT. 71		PROC. DIR. OR REQ'N NO. NY-1-0500-00-1-02											
				SHIPMENT ORDER NO. 5-6292-1 (au) P2G											
				SHIPMENT NO. ON CONTRACT											
				PARTIAL		XXXXX (av)									
				GROSS WEIGHT (aw) 598		NET WEIGHT (ax)									
(Accountable Office when different)															
DATE SHIPPED (ay) 2/5/51		SEAL NUMBERS (az) 40612-3		B/L NUMBER (ba) COM'L 58		CAR NUMBER (bb) RDG 105582		ROUTING (bc) RDG RR							
CONTRACT ITEM NUMBER		STOCK AND/OR PART NUMBER AND DESCRIPTION OF ARTICLES (Indicate No. of Pkgs. - Type of Pkg. - Pkg. No.)		TO BE SHIPPED		UNIT OF MEAS		QUANTITY SHIPPED		QUANTITY RECEIVED		UNIT COST		TOTAL COST	
1		EXPORT PACK FLY, (FMR) TENT, WALL, LARGE OD QM STOCK NO. USAF STOCK NO. 24-F-175 8320-200000 (bd) CS 1-6 (be) (bf) (bg)		120		ea		(b1) 6		RUSH-DISCOUNT INVOLVED 2%-20 DAYS		(bj) 6.44		(bk) \$38.64	
2		FLY, (FMR) TENT, WALL, SMALL, OD QM STOCK NO. USAF STOCK NO. 24-F-180 8320-200005 6 CS 7-12		192		ea		6				3.64		21.84	
												\$60.48		(bl)	
		(bh) 12													
		DELIVERY: O/B 28 Feb. 1951													
		9/29/50 SHIP PER ABOVE INSTRUCTIONS													
		HCG SAM B. WARD, CAPT. QMC													
						(bm) 2/5/51		(bp) 2/		(bn) JOHN JONES CO.		(bo) M. HENTON, MGR.			
I CERTIFY THAT THE ITEMS LISTED HEREIN HAVE BEEN INSPECTED BY ME OR UNDER MY SUPERVISION. THEY CONFORM TO CONTRACT, AND HAVE BEEN AC- CEPTED, EXCEPT AS NOTED ON THE REVERSE HEREOF.		DATE		SIGNATURE						PAYMENT OFFICE MAIL INVOICE TO NYQMPA 111 E. 16th St. NY 3, NY.					
DATE MATERIEL RECEIVED		CLASS CODE		ACCOUNT NO. - STORES ACCT.		APPROPRIATION A5714500						15			
I CERTIFY THAT I HAVE RECEIVED AND/OR ACCEPTED THE ARTICLES SHOWN ABOVE (for use on Contract No.) EXCEPT AS NOTED ON THE REVERSE HEREOF.		DATE		SIGNATURE								DEBIT VOUCHER OR I. R. NO.			

DD FORM 1 SEP 49 250 51525354555657585960616263646566676869707172737475767778798081828384858687888990919293949596979899100
REPLACES ARMY FORMS: WD AGO FORMS 450-83-C, 450-80-C,
450-64-C, 450-62-C, 450-62-F, 450-61-C, WHICH ARE OBSOLETE.

TABLE XIV: INSTRUCTIONS TO CONTRACTOR FOR MAKING ENTRIES
ON DA AGO FORM 604 (OVERSEA SHIPMENT)

NO.	ENTRY (Illustrated in Figure 4)
ap.	For contractor's use. Contractor's name, number of invoice, sales order or packing sheet, or any other identifying reference required. Please do not write over the shipment code number at the extreme right of this block.
aq.	Number of contractor's order on sub-contractor, if applicable.
ar.	At the end of the oversea coded address, and without a hyphen, space or other break, enter a transportation unit number, beginning with "1" and following in numerical sequence for all shipments to the same coded address. The shipping designation and the requisition number ("NOMI" and "DD4" in Figure 4) are the governing factors in an oversea coded address. When either of these change, a new series of transportation unit numbers will be established.
as.	After the shipment order number, add a hyphen (-), and insert a shipment order sub-number. Shipment order sub-numbers will be used to number shipments made against each shipment order number. Sub-numbers will follow in numerical sequence beginning with "1" for the first shipment. When additional sets bearing the same shipment order are subsequently received, continue to assign sub-numbers in numerical sequence, beginning with the next unused number.
at.	Delete inapplicable word.
au.	Date shipment is released to the carrier.
av.	Numbers of seals placed on cars or trucks, if sealed through to destination.
aw.	Bill of lading number, with letter prefix if a Government bill of lading. Commercial bills of lading will be identified as "COM'L" with the number, or date if not numbered.
ax.	Car initials and number if a carload shipment, the word "Truck" if a truckload shipment, or initials "LCL" or "LTL" for less than carload or less than truckload.

TABLE XIV: INSTRUCTIONS TO CONTRACTOR FOR MAKING ENTRIES ON
DA AGO FORM 604 (OVERSEA SHIPMENT) (Continued)

- ay. Abbreviated name of initial carrier. Shipments other than freight will be identified as "PP" for parcel post, "Exp" for express, "Air Exp" for air express. Include name of steamship line for combined rail and water shipments. Also include here the Transportation Service (TS) route order number, Transportation Corps release (TCR) number (both known as traffic control numbers), or transit storage space release number, if these are necessary and the entries have not been made by the purchasing office.
- az. Number of packages or number of unpacked articles, below each line item.
- ba. Abbreviated name of the type package, below each line item.
- bb. Inclusive numbers of containers or packages, when used, below each line item.
- bc. Gross weight of each line item, below that item, when items are not "standard pack."
- bd. Total cubic volume of each line item, expressed to the nearest tenth of a cubic foot.
- be. Number of items actually shipped, for each line item.

NOTE - INVOICE DATA: The following entries (bf to bl, inclusive) will be made on invoice copies of the shipping document (copies 10, 11, 4C if used, and either 12B or whichever of the 9 series is furnished), when these copies are used for that purpose. Copy 10 will be the original typed ribbon copy. For use of contractor's own invoice forms, see "Contractor's Shipping Document Instruction Sheet."

- bf. Unit price of each item.
- bg. Total price of each line item.
- bh. Total amount of invoice.
- bi. Date of invoice.
- bj. Contractor's name (corporate title, official name of partnership or individual proprietorship).
- bk. Official title of person who will sign certificate.
- bl. Hand written signature (in ink) of the designated official of the contractor on copy 10 ONLY.

TABLE XIV: INSTRUCTIONS TO CONTRACTOR FOR MAKING ENTRIES
ON DA AGO FORM 604 (OVERSEA SHIPMENT) (Continued)

- bl. Hand written signature (in ink) of the designated official of the contractor on copy 10 ONLY.

NOTE - RECAPITULATION OF SHIPMENT: The entries listed below (bm to br, inclusive) are used by the Army in loading and unloading vessels, and are important. Please follow instructions carefully. An abbreviated description of each item will be entered on a separate line, except that items constituting a standard group may be consolidated under one classification, such as "Spare Parts for Trucks, Fork Lift, " or "Canned Vegetables. "

- bm. Total number of packages, pieces, bundles, etc., for each entry (single item or consolidated standard group).
- bn. Type of shipping container used, abbreviated. If an item (or consolidated group of items) is packed in more than one type package, a separate line will be used for each type of package.
- bo. Abbreviated description of each item or group of items.
- bp. Total weight, to the nearest pound, of all packages included in each line entry.
- bq. Total volume, to the nearest tenth of a cubic foot, of all packages included in each line entry.
- br. Grand totals of all packages, weight and volume of the entire shipment. This is not necessary if only one line entry has been made.

DA AGO FORM 604 51525354555657 5859 6061626364 656667 6869707172737475767778 798081828384 858687 888990 9192939495 96979899 100
1 JUN 50
REPLACES WD AGO FORMS 450-63-D, 450-60-D, 450-64-D, 450-62-D, 450-62-F,
450-61-D, WHICH ARE OBSOLETE.

TABLE XV: INSTRUCTIONS TO INSPECTOR FOR MAKING ENTRIES ON
DD FORM 250 AND DA AGO FORM 604

NO.	ENTRY (Illustrated in Figure 5)
-----	---------------------------------

- | | |
|-----|--|
| bq. | When both inspection and acceptance are accomplished at origin, no alteration will be made in the wording of the inspection certificate. If only inspection is made, the following words will be deleted: "and have been accepted, except as noted on the reverse hereof." On shipments requiring both inspection and acceptance at destination, no deletion will be made, and the inspector will sign the complete certificate. |
| br. | Date of inspection and acceptance, either at origin or destination, or date of inspection alone, if inspection is accomplished without acceptance. |
| bs. | Typed name of inspector, followed by identification of division and branch to which assigned, when required. The address of the inspection office will also be shown, if different from the office administering the contract. |
| bt. | Government service employing the inspector, if other than Quartermaster. |
| bu. | Hand written signature, in ink, on whichever of the 9 series is used. This signature will be in exact agreement with the typed name and will be written above it. |

FIGURE 5 ILLUSTRATION OF ENTRIES MADE BY INSPECTOR

PACKAGE TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

MATERIEL INSPECTION AND RECEIVING REPORT (DOMESTIC)		FOR CONTRACTOR'S USE ONLY INVOICE NO. 1234 JOB NO 71		Set No.		SHEET NO. 1	NO. OF SHEETS 1
OFFICE ADMINISTERING CONTRACT NYQMPA-C&E		INSPECTION OFFICE INSP. ORIGIN - ACCEPT. DEST		CREDIT VOUCHER OR FILE NO.			
AGENCY PLACING ORDER ON SHIPPER - CITY - STATE NYQMPA 111 E. 16th St., New York 3, N. Y. E/13				PRIME CONTRACT OR P. O. NUMBER QM 7437 O.I. 6292			
NAME OF PRIME CONTRACTOR - CITY - STATE JOHN JONES CO., NEW YORK 421100				SUPPLEMENTS AND CHANGE ORDERS 1			
MANUFACTURER OR WAREHOUSE SHIPPED FROM - CITY - STATE SIMMONS & CO. NORFOLK, VA				ORDER NO. ON SUPPLIER A7286			
SHIPPED TO - MARK FOR TRANSPORTATION OFFICER, DO 2-1 GFP 180-51 831 ST. USAF SPEC. DEPOT MIPR-(33-038)-R 51-0132 SHELBY, OHIO M/F: AF 831-DSO ACCT. 71				PROC. DIR. OR REQ'N NO. NY-1-0500-00-1-02			
				SHIPMENT ORDER NO. 5-6292-1 P2G			
				SHIPMENT NO. ON CONTRACT			
				PARTIAL		GROSS WEIGHT	
				598			
DATE SHIPPED 2/5/51		SEAL NUMBERS 40612-3		B/L NUMBER COM'L 58		CAR NUMBER RDG 105582	
				ROUTING RDG RR			
CONTRACT ITEM NUMBER	STOCK AND/OR PART NUMBER AND DESCRIPTION OF ARTICLES (Indicate No. of Pkgs. - Type of Pkg. - Pkg. No.)			TO BE SHIPPED	UNIT OF MEAS	QUANTITY SHIPPED	QUANTITY RECEIVED
	EXPORT PACK						
1	FLY, (FMR) TENT, WALL, LARGE OD QM STOCK NO. USAF STOCK NO. 24-F-175 8320-200000 6 CS 1-6			120	ea	6	6.44
2	FLY, (FMR) TENT, WALL, SMALL, OD QM STOCK NO. USAF STOCK NO. 24-F-180 8320-200005 6 CS 7-12			192	ea	6	3.64
	12						\$60.48
DELIVERY: O/B 28 Feb. 1951 9/29/50 SHIP PER ABOVE INSTRUCTIONS				RUSH-DISCOUNT INVOLVED 2-20 DAYS			
				I CERTIFY THAT THIS BILL IS CORRECT AND JUST AND THAT PAYMENT THEREFOR HAS NOT BEEN RECEIVED			
HCG SAM B. WARD, CAPT. MC				JOHN JONES CO.			
				2/5/51 /S/ M. HENTON, MGR.			
I CERTIFY THAT THE ITEMS LISTED HEREIN HAVE BEEN INSPECTED BY ME OR UNDER MY SUPERVISION. THEY CONFORM TO CONTRACT, AND ARE IN GOOD CONDITION FOR THE PURPOSES FOR WHICH THEY WERE ORDERED.				DATE 2/5/51	SIGNATURE (bs) JOSEPH JOHNSON, NC (bt)		MAIL INVOICE TO NYQMPA 111 E. 16th St. NY 3, NY.
DATE MATERIEL RECEIVED		CLASS (bq) CODE	ACCOUNT NO. - STORES ACCT.	APPROPRIATION A5714500		15	
I CERTIFY THAT I HAVE RECEIVED AND/OR ACCEPTED THE ARTICLES SHOWN ABOVE (for use on Contract No.) EXCEPT AS NOTED ON THE REVERSE HEREOF.				DATE	SIGNATURE		DEBIT VOUCHER OR I. R. NO.

DD FORM 1 SEP 49 250 5152 5354 5556 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
 REPLACES ARMY FORMS: WD AGO FORMS 450-63-C, 450-60-C,
 450-64-C, 450-62-C, 450-62-F, 450-61-C, WHICH ARE OBSOLETE.

TABLE XVI. INSTRUCTIONS TO CONSIGNEE FOR MAKING ENTRIES ON
DD FORM 250 AND DA AGO FORM 604

NO.	ENTRY (Illustrated in Figure 6)
-----	---------------------------------

- bv. Border numbers will be used to tally in shipments.
- bw. Check accuracy of seal numbers and indicate by check mark.
- bx. Check accuracy of bill of lading number and indicate by check mark.
- by. Check accuracy of car number and indicate by check mark.
- bz. Check accuracy of total weight and indicate by check mark.
- ca. Check total packages received and indicate by check mark.
- cb. Date packages checked in by inchecker.
- cc. Signature of package inchecker.
- cd. Quantity received.
- ce. Date quantity checked in by inchecker.
- cf. Signature of quantity inchecker.
- cg. Debit voucher number.
- ch. Date voucher number is assigned.

NOTE - ACCEPTANCE AT DESTINATION: The following entries (ci to cm, inclusive) will be made for shipments accepted at destination, at a Government installation.

- ci. Date acceptance is accomplished.
- cj. Title of acceptor (accountable officer).
- ck. Written signature (in ink) of acceptor.
- cl. Date shipment is made available by carrier.
- cm. Account number under which shipment will be reflected on stock accounting control records.

TABLE XVI: INSTRUCTIONS TO CONSIGNEE FOR MAKING ENTRIES ON DD
FORM 250 AND DA AGO FORM 604 (Continued)

NOTE - PORT TALLY: Normally, port tally will be accomplished on copy 5B by means of rubber stamp. If rubber stamp is not used, make the following entries (ci to ck, inclusive and cn).

- ci. Date receipt is accomplished.
- cj. Typed name and title of receiver.
- ck. Written signature (in Ink) of receiver.
- cn. Delete the inapplicable phrase "and or accepted".

NOTE - GFP SHIPMENTS RECEIPTED BY CONTRACTOR: The following entries (ci to ck inclusive and cn) will be made for shipments of GFP receipted by contractor at destination.

- ci. Date receipt is accomplished.
- cj. Typed name and title of contractor's representative authorized to receipt for shipment.
- ck. Written signature (in Ink) of contractor's representative authorized to receipt for shipment.
- cn. Delete the inapplicable phrase "and or accepted".

by **FIGURE 6 ILLUSTRATION OF ENTRIES BY CONSIGNEE**

PACKAGE TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

MATERIEL INSPECTION AND RECEIVING REPORT (DOMESTIC)		FOR CONTRACTOR'S USE ONLY INVOICE NO. 1234 JOB NO 71			Set No		SHEET NO. 1 NO. OF SHEETS 1			
OFFICE ADMINISTERING CONTRACT NYQMPA-C&E		INSPECTION OFFICE INSP. ORIGIN - ACCEPT. DEST			CREDIT VOUCHER OR FILE NO.					
AGENCY PLACING ORDER ON SHIPPER - CITY - STATE NYQMPA 111 E. 16th St., New York 3, N. Y. E/13					PRIME CONTRACT OR P. O. NUMBER QM 7437 O.I. 6292					
NAME OF PRIME CONTRACTOR - CITY - STATE JOHN JONES CO., NEW YORK 421100					SUPPLEMENTS AND CHANGE ORDERS 1					
MANUFACTURER OR WAREHOUSE SHIPPED FROM - CITY - STATE SIMMONS & CO. NORFOLK, VA					ORDER NO. ON SUPPLIER A7286					
SHIPPED TO - MARK FOR TRANSPORTATION OFFICER, 831 ST. USAF SPEC. DEPOT SHELBY, OHIO M/F; AF 831-DSO DO 2-1 GFP 180-51 MIPR-(33-038)-R 51-0132 ACCT. 71					PROC. DIR. OR REQ'N NO. NY-1-0500-00-1-02					
					SHIPMENT ORDER NO. 5-6292-1 P2G					
					SHIPMENT NO. ON CONTRACT					
					PARTIAL ☒ DEBIT					
					GROSS WEIGHT (bz) 598		NET WEIGHT			
<i>(Accountable Office when different)</i>										
DATE SHIPPED 2/5/51		SEAL NUMBERS (bw) 40612-3		B/L NUMBER (bx) COM'L 58		CAR NUMBER (by) RDG 105582		ROUTING RDG RR		
CONTRACT ITEM NUMBER		STOCK AND/OR PART NUMBER AND DESCRIPTION OF ARTICLES <i>(Indicate No. of Pkg. - Type of Pkg. - Pkg. No.)</i>			TO BE SHIPPED		UNIT OF MEAS		QUANTITY SHIPPED	
									QUANTITY RECEIVED	
									UNIT COST	
									TOTAL COST	
EXPORT PACK										
1 FLY, (FMR) TENT, WALL, LARGE OD QM STOCK NO. USAF STOCK NO. 24-F-175 8320-200000 6 CS 1-6					120 ea		6		6 (cd) 6.44 \$38.64	
2 FLY, (FMR) TENT, WALL, SMALL, OD QM STOCK NO. USAF STOCK NO. 24-F-180 8320-200005 6 CS 7-12					192 ea		6		3.64 21.84	
									\$60.48	
(cb) 2/12/51 /s/ A. O'BRIEN (cc) 2/12/51 /s/ H. WANTEZ (cf)										
DELIVERY: O/B 28 Feb. 1951 9/29/50 SHIP PER ABOVE INSTRUCTIONS HCG SAM B. WARD, CAPT. QMC					2/5/51		I CERTIFY THAT THIS BILL IS CORRECT AND JUST AND THAT PAYMENT THEREFOR HAS NOT BEEN RECEIVED		JOHN JONES CO. /s/ M. HENTON, MGR.	
I CERTIFY THAT THE ITEMS LISTED HEREIN HAVE BEEN INSPECTED BY ME OR UNDER MY SUPERVISION, THEY CONFORM TO CONTRACT, XXXXXX		DATE 2/5/51		SIGNATURE JOSEPH JOHNSON, NC		FROM CONTRACTOR MAIL INVOICE TO NYQMPA 111 E. 16th St. NY 3, NY.				
DATE MATERIEL RECEIVED (cl) 2/10/51		CLASS CODE		ACCOUNT NO. - STORES ACCT. (cm) AF 928-02		APPROPRIATION A5714500		15		
I CERTIFY THAT I HAVE RECEIVED AND OR ACCEPTED THE ARTICLES SHOWN ABOVE No. (cn)		DATE 2/13/51		SIGNATURE (cj) I. A. SEWELL, CAPT QMC		DEBIT VOUCHER OR I. R. NO. (ck) D-2368-51 (ch) 2/13/51				
EXCEPT AS NOTED ON THE REVERSE HEREOF.										

DD FORM 1 SEP 49 250 5152 5354 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
REPLACES ARMY FORMS: WD AGO FORMS 450-63-C, 450-60-C, 450-64-C, 450-62-C, 450-62-F, 450-61-C, WHICH ARE OBSOLETE.

TABLE XVII: AUTHORIZED ABBREVIATIONS FOR UNITS OF MEASURE

UNIT	ABBREVIATION	UNIT	ABBREVIATION
Ampule	AM	Cord	CD
Bag	BG	Crate	CR
Bale	BE	Cubic Centimeter	CC
Ball	BA	10 Cubic Centimeters	10 CC
Bar	BR	100 Cubic Centimeters	100 CC
Barrel	BL	1,000 Cubic Centimeters	1,000 CC
Bobbin	BB	Cubic Foot	CF
Book	BK	Deck	DK
Bottle	BO	Dose	DO
Box	BX	Dozen	DZ
Bundle	BD	Dram	DM
Bushel	BU	Drum	DR
Cake	CK	Each	EA
Can	CN	Envelope	EN
Card	CD	Flask	FL
Carton	CT	Foot	FT
Case	CS	Foot Board Measure	FBM
Chest	CH	Gallon	GAL
Coil	CL	5 Gallons	5 GAL
Cone	CE	54 Gallons	54 GAL

TABLE XVII: AUTHORIZED ABBREVIATIONS FOR UNITS OF MEASURE
(Continued)

UNIT	ABBREVIATION	UNIT	ABBREVIATION
Gram	GM	2 Ounces	2 OZ
0.2 Gram	0.2 GM	16 Ounces	16 OZ
1/2 Gram	0.5 GM	Package	PK
2 Grams	2 GM	Pad	PD
10 Grams	10 GM	Pair	PR
100 Grams	100 GM	Paper	PA
Grains	GRS	Pennyweight	D
15 Grains	15 GRS	4 Pennyweight	4 D
Gross	GR	Piece	PC
Hank	HK	Pint	PT
Hundred	C	Pound	LB
Inch	IN	1/2 Pound	0.5 LB
Jar	JR	1 Pound	1 LB
Jug	JG	1.85 Pounds	1.85 LB
Keg	KG	3 3/4 Pounds	3.75 LB
Length	LG	10 Pounds	10 LB
Linear Feet	LNF	100 Pounds	100 LB
Milligram	MG	Quart	QT
Ounce	OZ	Quire	QR
1/2 Ounce	0.5 OZ	Ration	RA

TABLE XVII: AUTHORIZED ABBREVIATIONS FOR UNITS OF MEASURE
(Continued)

UNIT	ABBREVIATION	UNIT	ABBREVIATION
Ream	RM	Yard	YD
Reel	RE	Ton	TN
Ribbon	RI		
Roll	RL		
Round	RD		
Sack	SK		
Set	SE		
Set-up Vehicles	SU		
Sheet	SH		
Skein	SN		
Spool	SL		
Square Foot	SF		
Square Yard	SY		
Stick	ST		
Strip	SP		
Thousand	M		
5,000	5M		
Tin	TI		
Tube	TU		
Unit	UN		

TABLE XVIII: AUTHORIZED ABBREVIATED DESCRIPTIONS USED FOR
RECAPITULATION OF SHIPMENT ON DA AGO FORM 604

Barrage Balloons	Maps
*Boats and Bridges	Metal Sheets, Bars and Shapes
Buildings	*Motorized Equipment
Camouflage Material	Oils, Greases, Paint and Asphalt
Compressed Gases	Office and Laboratory Equipment
*Construction Material	Ovens, Ranges and Stoves
Chemicals	*Precision Instruments and Photo Apparatus
*Electrical Supplies	Pipe and Pipe Fittings
*Engineer Supplies	*Poles and Piling (Length, Brereton Scale)
Explosives	Rail, Landing Mat
*Firefighting Equipment	* Refrigeration Equipment
Hand Tools	*Rope, Wire, Cable and Rigging Equipment
Hardware	Rubber and Leather Goods
Kitchen Equipment	Searchlights
Lumber	Spare Parts
Machine Tools	Textiles and Apparel
*Machinery and Equipment	Tires

Enter the abbreviated description of each item, if possible, except that items constituting a standard group may be consolidated under one classification.

General supply classification names listed above will be used when applicable, except for those classes of materiel which contain major items.

Major items will be described by specific names (e.g., Laundry, Mobile). Those classes of materiel which may contain major items are indicated by an asterisk in the list above.

A single entry will be made for all spare parts for each major item requiring such spare items (e.g., Spare Parts for Trucks, Fork Lift).

**TABLE XIX: LIST OF CONTRACTORS AUTHORIZED TO USE MODIFIED
DD FORM 250**

Adel Precision Products Corporation	Fairchild Guided Missiles Division, Fairchild Engine and Airplane Corp.
Air Associates, Incorporated	
Allis Chalmers Manufacturing Company	Glenn L. Martin Company
Anaconda Wire and Cable Company	Grumman Aircraft Engineering Corp.
Automatic Electric Sales Corporation	Hoover, Owens, Rentschler Division, Lima-Hamilton Corporation
Bell Aircraft Corporation	Walter Kidde and Company, Inc.
Boeing Airplane Company	Kollsman Instrument Division, Square D Company
Cleveland Diesel Engine Division, General Motors Corporation	Lockheed Aircraft Corporation
Collins Radio Company	Marquette Metal Products Company
Consolidated Vultee Aircraft Corp.	McDonnell Aircraft Corporation
Cooper-Bessemer Corporation	National Rivet and Manufacturing Co.
Curtis-Wright Corporation (Airplane Division)	North American Aviation, Inc.
Curtis-Wright Corporation (Propeller Division)	Northern Ordnance, Incorporated
Cutler-Hammer, Incorporated	Phelps Dodge Copper Products
Douglas Aircraft Company, Inc.	Piasecki Helicopter Corporation
Felipse-Pioneer Division, Bendix Aviation Corporation	Pioneer Parachute Company
Fairbanks, Morse and Company	Pratt and Whitney Aircraft Division, United Aircraft Corporation
Fairchild Aircraft Division, Fairchild Engine and Airplane Corp.	Radio Corporation of America
	Raytheon Manufacturing Company

**TABLE XIX: LIST OF CONTRACTORS AUTHORIZED TO USE MODIFIED
DD FORM 250 (Continued)**

Solar Aircraft Company

Sperry Gyroscope Company

Waterbury Tool Division,
Vickers, Incorporated

Western Electric Corporation

Westinghouse Electric Corporation

CONTRACT NUMBER	CONTRACTOR'S SHIPPING DOCUMENT INSTRUCTION SHEET	NUMBER OF SETS
PLEASE READ CAREFULLY Inclosed are the number of sets of shipping documents which are indicated in the upper right corner of this sheet. These sets are to be used for shipments against your contract, the number of which is shown in the upper left corner. Also inclosed are pre-addressed envelopes in which the document copies are to be mailed. The number of each set is perforated or marked at the top right of each copy in that set. Please use sets in order of numerical sequence. When each shipment is made, fill in the shipping information on all copies of the set, as illustrated in the unshaded portions of the inclosed example. Have the certificate of correctness on copy 10 (<i>original invoice</i>) signed by the official designated for that purpose. If contractor's own invoice forms are used, type required certificate on all copies, sign certificate on the ribbon copy, and attach each invoice copy to the respective shipping document copy. If you have been notified that shipment may be made without inspector being present, sign certificate of shipment on copy 6. Following instructions at the top center of each copy, place the copy in the proper envelope and mail without delay EXCEPT THAT ON TRUCK SHIPMENTS, ENVELOPE #1 SHOULD BE CARRIED BY THE TRUCK DRIVER IF THIS WILL INSURE EARLIER DELIVERY THAN BY MAIL. Those copies which are to accompany shipment should be placed in the document envelope, which is then attached to the shipment as described in the inclosed sheet entitled, "Location of Documents and Car Cards Which Accompany Shipment." This sheet also describes the use of car cards, when these are furnished. When consignee's instruction sheet is inclosed, mail as requested on that sheet. IF YOU WANT TO BE PAID PROMPTLY Fill in all copies accurately and completely. Mail copies in the RIGHT envelopes - WITHOUT DELAY. If in doubt about anything, consult your inspector or inquire at this office. The name and address are shown below.		

Figure 8

CONTRACTOR'S INSTRUCTION SHEET FOR PREPARATION OF MODIFIED FORM DD 250

Inclosed is copy 1 of a set of shipping documents which you are to use to make shipment against your contract.

Please prepare your modified form with information identical to that shown on this copy and reproduce the number of copies required as indicated below.

Fill in the shipping information, and invoice data where necessary, as shown in the unshaded portions of the inclosed sheet entitled, "Illustration of Entries Made by Contractor on DD Form 250."

Using the numbers checked below, number all copies in black crayon or ink at the top right corner of each copy.

Place copies to accompany shipment in the document envelope and attach this envelope in accordance with instructions inclosed.

Place other copies in inclosed pre-addressed envelopes according to copy numbers noted on each envelope, and mail without delay.

COPIES REQUIRED ARE CHECKED ()

☐ 2	☐ 4F	☐ 7	☐ 9C
☐ 3	☐ 4G	☐ 8A	☐ 9D
☐ 4	☐ 4M	☐ 8B	☐ 9E
☐ 4A	☐ 5	☐ 8F	☐ 10
☐ 4B	☐ 5A	☐ 8G	☐ 11
☐ 4C	☐ 5B	☐ 9	☐ 12
☐ 4D	☐ 6	☐ 9A	☐ 12B
☐ 4E	☐ 6A	☐ 9B	☐ 13
	☐ 6B		☐ 13A

LOCATION OF DOCUMENTS AND CAR CARDS WHICH ACCOMPANY SHIPMENT

The completed copies of the shipping document which are to accompany the shipment should be placed in the inclosed water-proof envelope, which is then sealed and physically attached as follows:

CARLOAD:	On full carload shipments, attach securely to the inside of the boxcar adjacent to the car door above the loadline.
FLAT CAR:	Attach to the floor of the car and secure by a board.
GONDOLA CAR:	Attach in a conspicuous manner inside the car, near the brake end. For crated items, attach to the container. For uncrated items, attach to the article itself or to the bracing material.
LESS THAN CARLOAD:	Attach to the lowest numbered case. Place this case so it will be unloaded first.
CONSOLIDATED CAR:	Attach to the lowest numbered case. Place this case so it will be unloaded first.
TRUCKLOAD:	Attach to the lowest numbered case and place this case so it will be unloaded first. <i>In addition, copies ordinarily mailed to the consignee will be carried by the truck driver if this will insure earlier delivery than by mail.</i>
LESS THAN TRUCKLOAD:	Attach to the lowest numbered case and place this case so it will be unloaded first. <i>In addition, copies ordinarily mailed to the consignee will be carried by the truck driver if this will insure earlier delivery than by mail.</i>
PARCEL POST:	Overseas: Place one copy in envelope and attach to package. Place the other copy inside the package. Domestic: Place both copies inside the package.
EXPRESS:	Attach to lowest numbered case.
AIR CARGO:	Attach to lowest numbered case.
CAR CARDS:	If necessary to assist the consignee in locating documents accompanying carload and LCL shipments, there have been inclosed car card reading as follows: "Documents Covering Shipment Are on Other Side of Car" (<i>WD AGO Form 452-1</i>), and "Documents Covering Shipment Are on This Side of Car" (<i>WD AGO Form 452-2</i> .) Attach these cards to outside of car doors as indicated. For consolidated cars the number of LCL shipments so consolidated should be shown on the latter card.

CONSIGNEE'S SHIPPING DOCUMENT INSTRUCTION SHEET (DOMESTIC)

There is inclosed one copy (number 18) of DD Form 250 (*Material Inspection and Receiving Report*), covering shipments to be made to your installation under a contract being administered by this office. This copy should be routed to the Storage Division for use in planning for receipt of shipments.

You will receive other copies at the time shipment is made. These copies may be identified by numbers at the upper corners, as listed below. You will not receive all the listed copies with any one shipment. The copies you will receive are checked.

It is requested that you accomplish the necessary action as outline herein and, for those copies requiring further action by other installations, forward promptly to the proper addresses.

Copies destined for the office administering the contract should be forwarded by air mail when that office is reasonably accessible to regular air routes and the distance from the receiving installation exceeds 500 miles.

LIST OF COPIES

Copy 2: SHIPPING NOTICE - TRANSPORTATION (by mail).

PURPOSE: For records of Transportation Officer at your installation.

ACTION: Acknowledge receipt of shipment and forward to Transportation Officer, who will use to complete bill of lading and file.

Copy 3: TALLY-OUT AND PACKING LIST (with shipment).

PURPOSE: Used by consignee as a tally-in and receiving report: further used by Quartermaster installations as a property voucher.

ACTION: Tally-in shipment and acknowledge receipt; forward to accountable office.

Copy 4: SHIPPING NOTICE-STORAGE DIVISION (by mail).

PURPOSE: Used by Storage Division or other receiving unit to plan for receipt of shipment then file as record of shipment received.

ACTION: Acknowledge receipt of shipment and file.

Figure 10

	Copy 4B: SHIPPING NOTICE-NAVY CONSIGNEE (by mail). PURPOSE: Used by naval receiving activities to accomplish receipt and acceptance and certify contractor's invoices. ACTION: In accordance with Navy Regulations.
	Copy 4M: SHIPPING NOTICE - MANUFACTURING DIVISION (by mail). PURPOSE: Used to maintain record of material received by manufacturing divisions of Quartermaster manufacturing depots. ACTION: Acknowledge receipt of shipment and forward to Manufacturing Division.
	Copy 5A: SHIPPING NOTICE - CONTRACT RECORDS (by mail). PURPOSE: Used by administering office to reconcile quantities received with quantities shipped and adjust records and reports accordingly. ACTION: Enter quantities received and forward to administering office.
	Copy 6B: FISCAL REIMBURSEMENT COPY (by mail). PURPOSE: Used by Fiscal Officer to effect reimbursement in the field for shipments to other technical services, departments or agencies. ACTION: Acknowledge receipt and forward to administering office.
	Copy 9A: INSPECTION AND RECEIVING REPORT (by mail). PURPOSE: Signed report of inspection and acceptance at destination, used by Fiscal Officer as authority for payment. ACTION: Upon receipt of shipment, enter quantities received, sign for inspection and acceptance, and forward to administering office.
	Copy 9C: INSPECTION AND RECEIVING REPORT (GFP) (by mail). PURPOSE: Signed report of inspection and acceptance at destination of shipments of Government Furnished Property, used by Fiscal Officer as authority for payment. ACTION: Upon receipt of shipment, enter quantity received, have inspector sign for inspection and acceptance only if inspector is at consignee's plant, and forward to administering office.
	Copy 9E: INSPECTION REPORT (NAVY) (by mail). PURPOSE: Signed report of inspection at origin, on shipments to Navy consignees, used by Navy as authority for payment. ACTION: In accordance with Navy Regulations.
	Copy 13: CONSIGNEE RECEIPT FOR GFP (by mail). PURPOSE: Advice to GFP Office of receipt of Government Furnished Property by contractor consignees. ACTION: Acknowledge receipt of shipment and forward to GFP Office.
	Copy 13A: CONSIGNEE RECEIPT AND ACCEPTANCE (by mail). PURPOSE: Signed report of acceptance at destination, used by Fiscal Officer as authority for payment. ACTION: Upon receipt of shipment, sign acceptance and forward to administering office.

IMPORTANT

CONTRACTOR: Mail this form to consignee (*Port*) with bill of lading and designated shipping document copies in envelope #1.

**CONSIGNEE'S SHIPPING DOCUMENT INSTRUCTION SHEET FOR
PORTS OF EMBARKATION**

In this envelope are inclosed copies of DA AGO Form 604 (*Material Inspection and Receiving Report - Overseas*), describing a shipment which has been consigned to your port for an overseas destination.

These are the copies which SR 715-55-5, as amended, requires to be mailed at the time shipment is made. Other copies, as appropriate, have been placed with the shipment.

One other copy (*4A*) has been mailed to the Oversea Supply Division in a separate envelope, in those cases when required.

Your particular attention is invited to copy 5B (*Shipping Notice - Port Receipt*). This copy is the port tally, and should be returned to the office administering the contract immediately upon receipt of the shipment.

**THE CONTRACTOR CANNOT BE PAID
UNTIL COPY 5B IS RETURNED TO
THE ADMINISTERING OFFICE.**

MIRR COPY 8B REGISTER MATERIEL INSPECTION AND RECEIVING REPORT

[illegible]

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